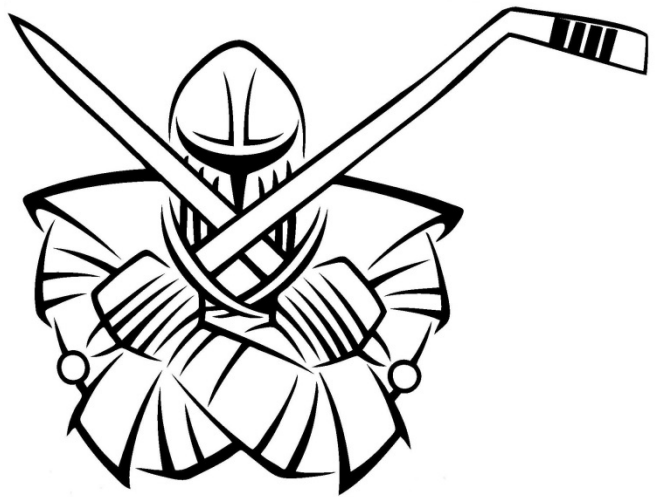


Fairbanks Amateur Hockey Association Handbook

Updated August 15, 2013



Approved by the FAHA Board of Directors on 8/15/13

This handbook has been compiled to acquaint you with the **Fairbanks Amateur Hockey Association** (FAHA) Knights. The handbook covers contains general and special rules governing most aspects of the FAHA program, policies and bylaws, but they should not be considered all inclusive as situations will arise that are not addressed here. In those cases the affected coaches/ players/ families should approach members of the FAHA Board for clarification.

Members of the FAHA Board of Directors 2013-14:

Executive Committee:	General Members:
Jim Culley (President)	Verna Giani - 2016
Mike Steffey (Vice President) – 2015	John Rowe - 2016
Audra Brase (VP of House Programs) - 2015	Jami Spears - 2014
Anna Culley (Secretary) - 2014	Jennifer Meismer-House - 2014
Gina Yates (Treasurer) - 2014	Michelle Westmoreland - 2015
	Lori Bogren - 2015
	Robin Dillard - 2015

FAHA is operated by volunteers who donate many hours of their time. Your active support is needed and appreciated!

Handbook Sections:

- 1) FAHA General Rules & Regulations
- 2) House Team Policies for Coaches, Parents & Players
- 3) FAHA Bylaws
- 4) Staff & Volunteers
- 5) Glossary of Hockey Terms

In addition, the complete playing rules printed by USA Hockey are available through the FAHA office. These rules are updated every two years after USA Hockey has made rule changes. FAHA is affiliated with USA Hockey and the Alaska State Hockey Association (ASHA). The FAHA office can be contacted as follows:

Fairbanks Amateur Hockey Association
P.O. Box 72712
Fairbanks, AK 99707-2712

(907) 456-FAHA (3242)
Facsimile (907) 452-4406
Email address faha@acsalaska.net

FAHA GENERAL RULES & REGULATIONS

The player's age as of the end of December at FAHA's fall registration determines the divisional placement of the player. For example, if a player will be 13 years old by December 31 of the registration year they will register as a bantam (14U) player, however if they turn 13 in January, they register as a PeeWee (12U) player. See the House Team Policies section of the handbook for additional clarification for player placement.

Birth Year													
season	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
2012-13		MITE	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U
2013-14	MITE	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U	
2014-15	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U		
2015-16	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U			
2016-17	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U				

- 1) **USA/ASHA Team Registration and Team Rosters** –House team coaches' names should be given to the FAHA Registrar by September 1. House team rosters should be submitted to the FAHA Registrar no later than October 1.
- 2) **Refunds** - FAHA player registration fees may be refunded upon written request, until the first game for House League.
- 3) **Insurance Procedure** - FAHA is covered by a group insurance policy through USA Hockey. It is a secondary policy, which means that it only covers costs not covered by your own insurance coverage. In the event your insurance does not cover the entire cost of an injury, claim forms will be available from the FAHA Registrar. Questions should go to the President of FAHA.
- 4) **Birth Certificates** - Copies of player birth certificates are collected at registration unless one is already on file. Birth certificates not turned in before the 1st scheduled game or practice will prohibit skaters from participating in the program.
- 5) **Protective Equipment** - No player shall be permitted on the ice during games or practices without ALL required protective equipment per USA Hockey rules. Bench misconduct penalties will be assessed for players who do not have the required safety gear (this includes mouth guards). Referees will wear helmets, and appropriate protective gear during FAHA games. All persons, including Assistant Coaches under 18 years of age in a player or penalty box or on the ice MUST wear a helmet and full face mask.
- 6) **Checking Out Equipment** – Complete sets of equipment (excluding skates) for ages 6 and under are available for rent from FAHA. The FAHA equipment form must be used to check out any gear. Goalie gear can be checked out by appointment only. Each Coach in the Mite (U8) and Squirt (U10) Divisions may sign for and check out goalie equipment for his/her team. In the Pee Wee (U12) Division and up, the parent of the goalie for each team should take the player to be fitted for goalie equipment and will sign to check it out for the season. When league play is finished in the spring, the responsible borrower will turn in the gear to the Equipment Coordinator or designee so that it can be inventoried and checked over. Goalie equipment can be re-checked out for out-of-season use.

- 7) **Summer Skills and Drills, Midget Prep Ice** – Hockey clinics may be offered in the off-season by FAHA. Players are encouraged to sign up for these classes to maintain and improve their hockey skills.
- 8) **Outdoor Practice – Cancellation** - Cancellation of outdoor practices will be based on the Fairbanks International Airport Recording at 452-3553 of outdoor temperature, including wind chill if specified. Outdoor games will be **canceled when the temperature is -15 or colder**. All outdoor practice cancellations will be recorded on the Big Dipper FAHA cold weather phone number 452-6120. This is the responsibility of the Cold Weather Number Manager, as assigned by the President of FAHA. For weeknight games the 4:30 p.m. temperature reading will be used and the recording will be available and updated at 4:30 p.m.
- 9) **Scorekeeper and Timekeeper** - The Team Manager for the home team shall provide a timekeeper (clock) and the Team Manager for the visiting team shall provide a scorekeeper (scoresheet) for the game. Each team shall provide individuals to man the penalty boxes (one each). The home team is typically the team first listed on the schedule.
 - a. Only the scorekeeper and timekeeper are allowed in the scorekeeper's box. No more than four team officials are allowed in the players' bench area during a game (except as noted by USA Hockey). This applies to inside and outside games. No one under 18 will be allowed in the penalty box or bench without a helmet and full facemask.
 - b. Scorekeeper:
 - i. Game misconduct suspension – if a player is sitting out the game for a suspension, mark this clearly in the “Remarks” section of the score sheet to document the suspension has been served.
 - ii. If anything controversial happens during a game, record the facts on the score sheet or document on separate paper.
 - iii. It is ok to offer input to Referees pertaining to who scored and who gets first and second assists, to assure a more complete, accurate record.
 - c. **Score Sheets** – The visiting team is defined as the one listed second on the game schedule. The visiting team Team Manager is responsible for securing score sheets from the Division Director or FAHA Office. The visiting team Team Manager lists his/her roster and gives the score sheet to the home team to complete. The entire roster must be listed by jersey number, lowest to highest. If using pre-printed roster labels, labels must be applied to all copies of the score sheet. Coaches must cross out those players not in attendance and all coaches must sign the scoresheet indicating their USA Hockey Coaches Certification card number and year attained prior to the start of the game.
 - i. Score sheets must be filled out completely. All penalties must have the period, a player number, the offense, and minutes of penalty (2, 5, or 10).
 - ii. It is the coach's responsibility to check the score sheet after the game for correctness, especially noting the penalties, and assuring that any hat tricks, triple assists (play makers), shutouts and protests are recorded. If there is a discrepancy, the coach should confer with the opposing coach, referees and scorekeeper to correct the score sheet. If there is not agreement on correcting any discrepancies, the coach should notify the Division Director in a timely manner. Any comments good or bad about the game, referees, etc., should be noted under 'Remarks' and the score sheet. The official referees must

authenticate the score sheet with their signatures to make it final and official at the end of the game prior to distribution of copies to team coaches.

iii. Distribution of the copies is as shown on the bottom of the score sheet. In the case of a tie the home team gets the winning teams copy (pink). The Team Manager is responsible for placing the white "League Office" copy in the blue FAHA box at the Big Dipper within 48 hours of the game. These copies will be retrieved from the box by the VP of House, reviewed to identify potential problems, and kept for state tournament eligibility requirements.

d. VP of House score sheet responsibilities:

- i. Look over the score sheets and make sure they are filled out correctly and note any serious penalties.
- ii. If there is a game misconduct, make sure the coach and player are aware of the suspension and report it to the FAHA Disciplinary Chair. The discipline committee chair will be communicating with you concerning the game misconduct.
- iii. Keep track of penalties: number of minutes of penalties per team and per player. The serious penalties per player should be noted. Coaches and teams should be notified during the season as to how the team/players are doing concerning penalties. The Vice President of House, the Coaching Coordinator and the Discipline Committee chair should be notified concerning those teams/players with high penalty stats.

10) **Chain of Command** - Problems and questions that cannot be answered by your Coach or Team Manager should then involve the Division Director, the Vice President of House and/or the House Program Committee, in that order. (Note: this includes Competition ("comp") Teams playing within a House Division.)

11) **Appeal Procedure** – Any appeal of a final decision of the House Program Committee must be submitted in writing detailing the complaint and date on which a decision is needed to the FAHA Executive Board within 10-days of the final decision.

12) Personnel in charge of each user group (e.g. Coaches, Team Managers, Locker room parents) are responsible for the conduct of their participants while they are using any facility both on and off the ice. Users, prior to each use, should inspect team locker rooms. Observation of any damages or other irregularities should be reported to rink staff person immediately. That rink staff person will review each incident and determine appropriate and reasonable actions necessary to maintain proper use etiquette. The Coach and his team are responsible for making sure the locker room is left clean.

- a. When there are two or more teams using a locker room in any facility, the team leaving the locker to enter the ice is to bag up their clothing and/or gear and place the bags out of the way of entering teams.

13) **No Pay/No Play Policy** - No player will be allowed to practice or play in any FAHA organized session after November 1st until fees are paid, or a payment plan has been approved.

14) **Returned Check Policy** - If a check is returned for NSF reasons there will be a \$25.00 fee charged to the individual responsible.

- 15) **Locker Rooms** – Keys are available to Coaches and Team Managers for locker rooms: from the Skate room at the Dipper, the ticket booth at Polar Ice, the Rink Master at the UAF arena and Security Office at the Carlson Center. League officials, referees, coaches, medical personnel, locker room parents and players are the only individuals authorized to be in the locker rooms during games and tournaments. Parents, siblings and friends must receive the Coach's permission to enter the locker room.
- 16) **Female Locker Rooms** - All locker rooms at the Dipper are considered male locker rooms except the yellow locker room. It is advised that the parents of female players be aware of this since many times the locker rooms have to be shared by older teams. FAHA will work with parents and female players to ensure they have an appropriate location for dressing in all rinks. Per USA Hockey rules, under no circumstances should boys and girls in the PW (12U) and older age groups be dressing and/or undressing in each other's presence.
- 17) There will be no skating on the hockey rinks between periods during FAHA League/ Tournament/ Travel games by other than players of the competing teams. There will be no puck shooting on the rink between periods by players or referees.
- 18) Per ASHA Rules, all Youth teams that are registered in the state must have at least 2.5 hours between the end of one game and the start of the next game.
- 19) FAHA is an affiliate with ASHA, therefore code of conduct described in the current ASHA guidebook for disciplinary issues will be followed. See USA Hockey Participant Code of Conduct.
- 20) Discipline is part of the Coach's job and parents are expected to adhere to the Coach's decision. Any disciplinary action by the Coach will have been carefully considered. If a player or parent feels a need to appeal the Coach's decision, they should bring such matters before the Coaching Coordinator.
 - a. Substance Abuse - The use and/or sale of drugs and alcoholic beverages are not allowed by anyone at any rink used by youth hockey or while engaged in any FAHA activity. Violation will result in suspension and possible criminal action. Players will not be allowed access to hospitality rooms. Coaches shall not consume alcoholic beverages while coaching or attending any team related function.
 - b. Vandalism and Theft - Vandalism or theft of any nature at any ice facility will not be tolerated and will be dealt with harshly by the FAHA Board.
 - c. Facility Abuse - Pucks and sticks will be used on the ice surface only. Persons caught shooting pucks or playing floor hockey in the arenas (whatever form; paper, cans, pucks, etc.) will forfeit their stick and puck to the facility or an official. A second offense will result in potential game suspension and suspension from the arena. FAHA supports all rink policies.
 - d. Abusive Language and Behavior - The use of profanity, obscene language, or gestures on the ice or anywhere in the rink will cause a game misconduct penalty to be imposed on the offending player for the first offense. A second offense will result in ejection from the game and a one game suspension. Discipline or verbal abuse of an official will result in a suspension of 60 days. This ruling is from ASHA and will be implemented above and beyond what is stated in the FAHA rules.

- e. Fighting - during games - A player penalized by the referee for fighting during a game shall receive a game misconduct penalty. A second such offense shall result in an indefinite suspension from the league, with notification of the player by the Executive Director. The suspended player, coaches, and parents must then appear before the Discipline Committee, after which the committee will decide if and/or when the player is to be allowed to returned to the League.
 - f. Fighting - Before and after games - Players fighting on or around the ice, before and after a game, shall be reported to the Coach and the Division Director and may be suspended for one game with written notification by the Division Director. A second such offense shall result in indefinite suspension from the League. The player(s), coaches and parents must then appear before the Discipline Committee, after which the Committee will decide if and/or when the player is to be allowed to return to the League. (The decision will be made within 10 days of the report date).
 - g. If parents/spectators ignore warnings about abusive behavior towards players, coaches or officials, they run the risk of having their player(s) removed from the FAHA program. **Parents / spectators acting out of the code of conduct may cause a game suspension.** These complaints must be in written form and addressed to the Executive Committee through the FAHA office.
 - h. **Players and coaches are expected to observe principles of good sportsmanship** before, during and after games or practices. Violators of any of the above rules are to be referred to the Disciplinary Committee for disciplinary action. Spectators are expected to follow their good examples.
- 21) **Parent and player removal** - parent and player can be removed from membership by a two-thirds majority of the General Board.
- 22) **Conduct and Discipline** - FAHA expects appropriate conduct from everyone connected with the program. Infractions will be dealt with as described below. If any player does not comply with the rules or is involved with any behavior deemed detrimental to FAHA such as buying or using alcoholic beverages or drugs, shoplifting, skipping practice or games, staying out after curfew while traveling, s/he will be subject to disciplinary action.

NOTE: A quorum of the Executive Committee is authorized to make temporary waivers for special cases where time does not allow full rule procedure to be followed. The full FAHA General Board will then be asked to ratify any permanent changes.

Disciplinary Committee - Guidelines and Procedures

The committee will be composed of seven members, at least two of who will be neutral parties with no children playing in the organization at the present time. The other five will be from the general membership and will be chosen by the president with approval of the General Board. The FAHA Vice President of the program to which the player/s are registered under and a member of the referee association will serve as non-voting advisory members. Terms will be 1-year (May-April). The Vice President of the association will be the chair.

- Five members of the committee are required to constitute a quorum.

- Meetings will be held once a month or as deemed necessary by the chair.
- Voting will be by verbal yea/nay or may be made by email discussion & vote.
- A majority is required for a formal decision.
- Infractions involving players, coaches, (parents/guardians/family members, etc.) will be heard and ruled upon.
- The committee will review and/or act upon any disciplinary actions since the last meeting.
- All actions taken by the disciplinary committee will be verbally relayed to the involved parties within 48 hours of the actions and a follow-up letter sent.
- Actions taken by the disciplinary committee will stand unless appealed to the state disciplinary committee within 7 days from verbal notification.
- The committee will make other general recommendations to the Executive Board.

The chair of the disciplinary committee is responsible for seeing that all data involving an action taken by the committee is collected, recorded, and sent to the FAHA secretary, all hockey associations within the Fairbanks North Star Borough, and the state disciplinary committee when required in a timely manner.

Guidelines for Hearings

First Game Misconduct - One game suspension shall be served and so noted on the score sheet. The player may attend the game, but not be in or near the player's bench, off-ice officiating area, or penalty box. The player should not practice or scrimmage until the suspension is served.

A game misconduct, the first in a season, will require a hearing only if directed by the Vice President of the program to which the player(s) are registered, the Chair of the Disciplinary Committee, or the party involved. Hearing requests must be made to either the FAHA Vice President of the program to which the player/s are registered under or the Chair of the Disciplinary Committee within 48 hours of the infraction.

Second Game Misconduct - The player will be suspended from all on-ice activities which include, but are not limited to, practices, scrimmages, being on or near the player's bench, the penalty box, and the off-ice officiating area. (See Disciplinary Committee – Guideline and Procedures). FAHA requires any player receiving two game misconducts in a season to appear before the disciplinary committee. A minimum of three game suspensions and the player placed on probation will be enacted. A copy of the Discipline Committee's report may be sent to the Men's League, Women's League, and to the JV coordinator. The committee may deem further action appropriate.

Match Penalties – All match penalties will require a hearing. Any individual involved in the infraction will be requested to attend the hearing. Other parties wishing to speak for or against the incident must receive permission from the chair of the Disciplinary Committee and/or the FAHA Vice President of the program to which the player/s are registered under.

End
“FAHA General Rules and Regulations”

HOUSE TEAM POLICIES

for Coaches, Parents and Players

Fairbanks Amateur Hockey Association (FAHA) operates a hockey program to give any boy or girl from age 4 to 18 the opportunity to play ice hockey at a level consistent with their desires and abilities. FAHA currently has Recreational League Teams (also called House League) at the Tier III (C) and Tier IV (D) levels.

Each team (10U and above) will have a Coach, an Assistant Coach(es), a Team Manager, and a Locker Room Parent(s). Occasionally the Team Manager and Coach may recruit other helpers, such as Travel Coordinator or Concession Stand Scheduler. This will hopefully encourage communications within the team and distribution of the workload.

The House Program is divided into seven Divisions, based on age, as follows:

<u>Division:</u>	<u>Age, as of December 31:</u>
Ice Dragons	4 to 7 year-olds in their first years of skating
Knights	
8U Mites	7 and 8 year-olds
10U Squirts	9 and 10 year-olds
12U PeeWees	11 and 12 year-olds
14U Bantams	13 and 14 year-olds
16U Midgets	15 and 16 year-olds
18U Midgets	17 to 18 year-olds

Birth Year													
season	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
2012-13		MITE	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U
2013-14	MITE	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U	
2014-15	MITE	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U		
2015-16	SQRT	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U			
2016-17	SQRT	PW	PW	BTM	BTM	16U	16U	18U	18U				

The House League aims to create a learning and recreational situation for developing skills and ability in hockey. The House League is designed for new skaters and experienced skaters. Good sportsmanship is stressed and everyone is given a fair opportunity to play.

- 1) The Players have a reasonable expectation that the coach is prepared for practice, with his sequence of drills planned and the drills thought out. This keeps the practice at a faster pace, which makes practice more fun.
- 2) The Coach has a reasonable expectation that all players attend practice, and that they get to practice on time. If a player is going to miss practice for an excusable reason (homework, illness, travel, etc.) the Coach or Team Manager needs to be notified in advance. This is a courtesy to the Coach and to all the other players. If a player misses a practice unexcused, the player may have reduced playing time, at the Coach's discretion.
- 3) The Fair Play Rule applies: all skaters who attend practice and skate hard receive full ice time regardless of skill. Skaters who do not skate hard may be required to sit out for one or two shifts.

- 4) Dangerous play is not tolerated. A skater who commits dangerous play, whether called by the referee or not, shall be benched at coach's discretion.
- 5) Unless a player is rostered to the team practicing, they may not participate in the practice without the coach's approval (for example, a coach MAY ask an older or more skilled sibling/player to help demonstrate and/or run drills). Coaches should use their discretion when allowing other players to participate in practices and/ or scrimmages as this breaks up the team flow and takes away from the time that skaters are playing with their line mates.

Skaters who are NOT registered with USA hockey may never participate in FAHA practices and/or games. Players may not play in a game with a team if they are rostered to a team in a higher division (i.e. a Tier 3 player cannot play on a Tier 4 team, and a Tier 2 player cannot play on either a Tier 3 or Tier 4 team).

- 6) Players should not "bad mouth" their team mates on the ice, on the bench or in the locker room. This demoralizes the player targeted and those not targeted. The Player who violates this rule may be required to sit out his next shift.
- 7) Puck hogs ultimately do not benefit their team. They reduce team effectiveness, and cause friction. A solid team with depth will usually beat a team that relies on one or two hotshots. Puck hogs may be required to sit out their next shift.

FAHA KNIGHTS - PLAYERS AND PARENTS COMMITMENT

- 1) Recognize that FAHA is a volunteer run association, which benefits from parents volunteering and helping.
- 2) Team Families should be prepared to make a commitment to the team in terms of both their time and their support of players, other parents and coaches.
- 3) Parents are expected to do whatever is necessary to:
 - a. Ensure that their player is appropriately equipped before any play.
 - b. Register their player before the first on-ice assessments so that they are covered by USA Hockey Liability insurance.
 - c. Ensure that all financial obligations to FAHA are met.
- 4) Team Families should ensure that a responsible adult is present at all practices and games in case of injury to their player or misbehavior.
 - a. If a player is seriously injured during the season (concussion, broken bone, etc.) it is the parent's responsibility to provide a doctor's note clearing them before they will be allowed to practice and/or play again. The Head Coach will have the final say as to when an injured player will be allowed back on the ice or the bench.
- 5) Team parents are expected to require and support promptness, fair play, and good sportsmanship of their own players.
- 6) Demonstrate flexibility and understanding, should unforeseen ice cancellations occur.
- 7) Work Concession Stand as assigned, or find a replacement for the assigned shift.

- 8) Cooperate fully with the Coach, Assistant Coach(es), Team Manager and/ or other FAHA representatives.
- 9) If a team meeting is called by the Coach(es) or the Team Manager, each player should have at least one parent/guardian in attendance.
- 10) Parents are discouraged from not allowing a player to attend practices or games as a means of parental discipline. This adversely affects the entire team and creates hardships for the volunteer Coach.
- 11) Support the team in whatever way possible including: providing team snacks/drinks (this is usually just for the younger teams), making rink signs for tournaments, volunteer to coordinate a fun team off-ice activity (pool, movie night, batting cages, end-of-season party), etc...
- 12) Refer to the FAHA travel policy for all rules associated with traveling.

Parental / Guardian Support

- 1) The support that you give your child in any sport is vital to their success. Hockey, as well as other activities, is important in building character in individuals, which will aid them in everyday life situations. As a parent, one should be understanding and supportive of coaches and referees, as well as to the players and other parents.
- 2) The Coach runs the team. His/Her decisions concerning the game of hockey, i.e., positions, playing time, and team conduct are final. If his/her rules are broken, it could mean suspension from the team. If parents have questions they should be directed to the Coach, Assistant Coach, or Team Manager. Discussions that may be confrontational or negative shall be conducted privately. Discussions with the coach will be at his convenience and under calm and reasonable circumstances. Continuing concerns in this regard should be taken to the Division Director. See "Chain of Command" under FAHA General Rules & Regulations section of this handbook.

FAHA House Divisions

Ice Dragons

This Division is taught under a "group" format. Some of the benefits being that all the coaches are teaching the same curriculum from the same "practice plan", and that every player has the advantage of being taught by each of the coaches.

This Division is designed for 4 to 7 year old kids in their first year of skating and hockey. The emphasis is on learning to skate; therefore this Division will be identified as an "Introduction to Ice Skating & Hockey". FAHA coaches certified with USA Hockey as a Level 1 coach with the Mite module will teach the basic balance and edge-control drills in accordance with USA Hockey's Red, White and Blue 8U program.

This Division will skate an average of twice per week. The sessions will be 45 minutes and players will start together as one group and then divide into "stations". Each coach will be assigned a station and will remain with the station as the players rotate. This way the players maintain the advantage of being able to skate with each coach.

Every practice session then ends with a fun "game" of some sort.

Team Assignment - Players in this Division will be assigned to teams by the Mighty Knights Division Director in an effort to create teams of equal ability and strength. (I did this last year; however that could be because we did not have a DD for Mites last year)

Reassignment - Any Ice Dragon player may be reassigned to the Mites Division providing the following criteria are met:

- A) Identification of a player made by the Coach and Mighty Knights Division Director.
- B) The player's ability and rate of improvement will be maximized by the move.
- C) The Coach of the receiving team has been notified.
- D) The player has been consulted and understands the reason for the move.

Mites (Mighty Knights)

This Division is designed for players 7 and 8 years old in their second, third, or fourth year of hockey. Some 6-year olds may be included, based on their skill level.

With the emphasis in this Division being Individual skills, team skills, and game skills this Division is to be taught under a "team" format. Each team will have a coach (coaches) certified as USA Hockey Initiation Program Instructors. These coaches will teach a curriculum based on USA Hockey's American Developmental Model (ADM). The skills will be taught in progression, individual skills being taught more at the beginning of the season with team skills and game skills being taught more as the season progresses.

Mites will play a full season of approximately 54 sessions. Each team will skate an average of 3 times per week with 2 practices and one "Game Day" each week.

The practice ice will consist of two or three teams, skating on a single sheet for 60 minutes, the aforementioned skills being the priority of these practice sessions. Small area games will be encouraged as well as "competition" drills. Each practice will then end with a fun game of some sort.

Game days in this Division will consist of the ice being divided into half or thirds with two half-ice or three cross-ice games being played simultaneously. Teams will consist of two lines of 3 or 4 players and a goalie. Teams are encouraged to rotate the goalie position throughout the season. Games are officiated by a coach or officials and scores are only kept on ice, with players and coach/official announcing goals before face-off. One coach is assigned the duty of "timekeeper" and will blow his whistle or sound the horn every 2 minutes to signal a line change. Other coaches are assigned as "bench coaches".

10U through 18U - Knights

In the **10U** Division (Squirt Division, 9-10 year olds) the competition gets tougher, however, there are still new skaters within this Division. Players at this age pick up rules and team play quickly. Checking is not allowed. Games are played on full-ice for 10U and up.

In the **12U** Division (Pee Wee, 11-12 year olds), the sense of competition and game sense is definitely heightened. Some players still begin their hockey play at this age and others have played as long as 7 years. While some body contact is accepted, checking is not allowed.

For some, the **14U, 16U, and 18U** Division (Bantams/ Midgets/ 13-18 year olds) is the final step before high school hockey, although players may participate simultaneously on a youth hockey team and a school hockey team (restrictions apply). Others choose youth hockey over high school hockey teams. Play at these levels is faster and more physical and checking is allowed.

The 10U through 18U Divisions typically end the season with a Tier IV Divisional Tournament. The Division winners of the season-end Tier IV tournaments advance to the state tournament in association with ASHA (Alaska State Hockey Association).

Tier III - Knights

Tier III may be offered for the 10U through 18U Divisions in the House Program, depending on registration, skill testing, and availability of local competition to field a viable program.

For those unfamiliar with the Tier III level, competitive hockey encompasses Tier I and/or Tier II depending on skill level. Tier III is a level up from the more common Tier IV that is played by the majority of FAHA skaters. All skaters in each Division undergo skills evaluation for placement on teams within their playing Division. Those skaters who are rated to have a higher skill level after the skill evaluation will be offered an opportunity to try out for the Tier III team. Any skaters not placed on a Tier III team from this tryout will be placed on a Tier IV team.

All skaters must be present for the skill evaluations whether they plan to skate Tier III or Tier IV, including those who may want to change from their present tier. There is an increase in cost for skaters who are offered placement and want to skate at the Tier III level. The increase is due to the increased of ice time, increased use of indoor ice, more advanced coaching and an automatic berth in the Tier III State Tournament at the end of the season. Tier III Teams are allowed to fundraise. Tier III teams are required to work the Big Dipper concession stand during Fairbanks Ice Dogs Games, the monies raised from concession sales may be used to fund team expenses. Other fund raising efforts may be approved upon presentation and approval of a written fundraising proposal to the FAHA House Counsel and the FAHA General Board.

TEAM SELECTIONS

It shall be the object of House Team Selection Committee that all teams are selected at the beginning of the season so as to be as equal in strength as possible, i.e., any team will be capable of winning top honors in their Division. Registration forms will require information pertinent to the placement of the player.

At the beginning of each season, qualified skill evaluators will evaluate all players (excluding Ice Dragons) for team placement. For consistency, every effort will be made to have the same qualified evaluators present at all sessions within each Division. Coaches are encouraged to complete end of season evaluations and to share those results with their players.

10U, 12U, 14U, 16U, and 18U DIVISIONS

Teams shall have no less than 8 players, and no more than 15 on their roster at the commencement of the season with the exception of 16U and 18U Midget Divisions which may have up to 20 players. If, as determined by the Division Director and Vice President, a team drops to less than the minimum number of players, it may be disbanded and the players reassigned to other teams by the Division Director and Vice President of House.

HOUSE TEAM RULES

- 1) **Team Assignments/Late Sign-ups** - Players signing up for hockey after initial team formation will be assigned to a team based on skills evaluation to endeavor to assure team equity by the Team Selection Committee. No registration will be accepted for 10U, 12U and 14U divisions after October 15th unless approved by the House Committee with a late fee of \$25. No registration for 16U or 18U will be accepted after November 15th unless approved by the House Committee with a late fee of \$25. Registration will remain open throughout the season for the 8U and younger divisions.
- 2) **Playing Up** - Any player desiring to play on a House Team in a higher Division, must attend that Division's on-ice skill testing; if the Coaches do not select the player, s/he must attend his/her own age Division skill testing. No skater will play down, i.e., within a lower age group. All requests for approval of moves between Divisions must be noted by parents on original registration form. Division change forms will be subject to approval of the Vice President of the House Program. All players moving up must have on file the FAHA Division Change Approval form.
- 3) **Player Transfer** - No request for transfers will be made between House teams within a Division unless approved by the Division Director and House Vice President. The parent of the player must be consulted and sign an agreement with the assignment. Skaters leaving the Competitive program and entering the House program after the house team selections must skate up from their respective age Division. The appropriate Division Director will place players on house teams with effort made to keep the teams as equally balanced as possible in each division.
- 4) **Player Attendance** - Players are expected to attend all practices, scheduled games, and tournaments unless excused by the Coach. No Coach will hold a mandatory Sunday practice for a House team. As-needed games may be scheduled on Sunday, for make up games and / or tournaments. A player who consistently misses practices or games may find their playing time in a game reduced at the discretion of the coach.
- 5) **No Dual Participation** -
 - A) Tier I and Tier II players may play House if no longer registered with the competitive team and released from the competitive team before registering on a house team, this type of transfer must follow ASHA deadlines and rules.
 - B) No registered Tier I or Tier II player may play in the FairbanksFest Tournament.
 - C) Participation on a youth team and a high school team is permitted up to the extent of the rules set forth by the State High School Activities Association. Note: also see Tournament Eligibility.
 - D) No individual player will be allowed to register on two teams or in two Divisions.
 - E) Competition (Tier I, Tier II and Ice Breakers Travel) players may play in the Spring League.
- 6) **Number of Games/Scrimmages** in each Division and Tier are *estimated*, depending on ice availability, outside ice weather conditions, and other restrictions not controlled by FAHA, to be as follows:

Ice Dragons (first year skaters): an average of two skates per week (one weeknight and Saturday);

8U – Mites - approximately 3 skates per week; 54 sessions; cross-ice program

10U - Squirts

- Tier III - approximately 3 practices per week; for example: 1 full sheet, 1 half sheet (shared) and 1 “all squirt” practice, plus 1 game per week (against Tier IV peewees or similar)
- Tier IV - approximately 2 practices per week: 1 half sheet (shared) and 1 “all squirt” practice, plus 1 game per week (against Tier IV squirts or similar)

12U - PeeWees

- Tier III - approximately 3 practices per week; for example: 1 full sheet, 1 half sheet (shared) and 1 “all PW” practice, plus 1 game per week (against Tier IV Bantams or similar)
- Tier IV - approximately 2 practices per week: 1 half sheet (shared) and 1 “all PW” practice, plus 1 game per week (against Tier IV peewees or similar)

14U - Bantams

- Tier III - approximately 3 practices per week; for example: 1 full sheet, 1 half sheet (shared) and 1 “all bantam” practice, plus 1 game per week (against Tier IV Midgets or similar)
- Tier IV - approximately 2 practices per week: 1 half sheet (shared) and 1 “all midget” practice, plus 1 game per week (against Tier IV bantams or similar)

16U - Midgets

- Tier III - approximately 3 practices per week; for example: 1 full sheet, 1 half sheet (shared) and 1 “all midget” practice, plus 1 game per week (against Mens League or similar)

18U - Midgets

- Tier IV - approximately 2 practices per week; for example: 1 full sheet and 1 “all midget” practice, plus 1 game per week (against Mens League or similar)

- 7) **Length of Games/Stoppage of Clock** - 10U through 18U games will be played with a stop clock, unless there are time constraint, at that point it will switch to a running clock, except as noted below for outside games, if scheduled.

All **indoor games** are one-hour long with very few exceptions.

- 10U games will have 12 minute periods. 10U will have 5-minute warm-ups before the game and 2 minutes between the periods with 2 minutes at the end of the game for lineup.
- 12U through 18U will have 12 minute periods with a 5- minute warm up before the game and 1-minute between periods with 1-minute at the end of the game for lineup.
- All games have a designated length and will not be allowed to run over this time even during stop-clock in outdoor games.
- Outdoor games** at the Big Dipper Ice Arena are 1.25 hours and same as above with two adjustments:
 - Between the second and third period the time will be 5-minutes so teams may go indoors to warm up.
 - The last five minutes of the outdoor game is stop clock if time permits.
- All games must end at the scheduled ice time. If for any reason a game must be terminated, USA Hockey rules will apply; i.e., two periods constitute a legal game.
- The above times apply to FAHA House regular season games. The Tournament Committee will determine House Tournament game times.

- 8) **Line Changes** -

- In the Tier IV house program, no less than five (5) members of each 8U team must have a turn as goalie in an entire scheduled game during the House season. If available, 10U must use at least four (4) different goalies. Goalie requirement exempt from Spring League games. 12U through 18U typically have one fulltime goalie.
- In 10U and above, each player who has not been benched for disciplinary reasons shall play minimum of three (3) minutes in each period, which must be served in at least two shifts. This rule applies to 10U and above regular season games.

- C) It is FAHA's intention that all players should be played fairly and will receive a similar amount of ice time to promote player development throughout the season. No player will lose ice time because of skill level; players may lose ice time if they are not skating hard, unexcused absences from practices or games, and/or unsportsmanlike conduct.
 - D) Violations of 8A, B, and C **may** result in forfeiture of game. (See Protested Games, #10, below).
- 9) **Makeup Games** - Coaches will be notified by the respective Division Director of the date set for a makeup game. An inadequate number of players is not considered a valid reason for rescheduling a game. It is possible that games lost to cold weather or to other circumstances beyond the team's control may not be made up due to lack of available ice. If a make up game is possible, it may be on a Sunday.
- 10) **Protested Games** -
- A) A protest shall be considered only when based on the violation of interpretation of playing rule or use of an ineligible player. No protest shall be considered on a decision involving an official's judgment
 - B) In House games, the protesting Coach shall notify the referee through the team captain that he is officially protesting the game prior to leaving the ice, and state on the scoresheet that he is protesting the game. The referee and the scorekeeper must also state in writing on the scoresheet that the game is being protested, or was played under protest.
 - C) During the FairbanksFest and End of Season Tournaments the decision of the Vice President of House concerning protests will be final. There will be NO APPEAL.
 - D) In regular season games, the coach may protest before leaving the ice per B above, or in writing on the FAHA game protest form submitted to the FAHA office and/or Division Director within 24 hours of the game being protested. The protest, even if stated on the scoresheet per B above, must be submitted in writing by the Coach or designated Coach of the team, to their Division Director within 24 hours.
 - E) During the regular season, after reviewing the protest, the Division Director will forward his recommendations to the Vice President of House. The Vice President will investigate and make a decision; his/her decision will be reported at the next Executive Committee meeting. The Coach is to be notified of the decision and when it is to be reported to the Executive Committee. The Coach will have the opportunity, to appeal the decision to the Executive Committee at the meeting at which the Vice President of House reports his decision.
- 11) **Officials-** Per USA Hockey Officials Rules: If, through misadventure or sickness, the referee and/or linesman appointed are prevented from appearing, the managers or coaches of the two teams shall agree on a referee and linesman, if they are unable to agree, they shall appoint players from the teams who shall act as referee and linesman. The player of the home team acting as referee and the player of the visiting team acting as linesman.

If the regularly appointed Officials appear during the progress of the game, they shall at once replace the temporary officials. Should an appointed linesman be unable to act at the last minute, through sickness or accident or be unable to finish the game, the referee shall have the power to appoint another in his stead, if he deems necessary, or if required to do so by the manager or coach of either of the competing teams.

If for any reason one Official is unable to continue to officiate (three-man system) the game shall be officiated with one Referee/one linesman or with two referees as mandated by the local governing body.

- 12) **Invitational and/or out-of-state Travel-** Decisions about the team's travel plans and other activities should be made with only the team's best interest in mind. The type of hockey, team spirit, Coach's wishes and community relations should all be considered. If a team wishes to accept an invitation for in-state or out-of-state travel, they must formulate a detailed written plan and submit it to the Vice President of House for approval. Upon approval, a team representative will work with the Vice President of House for such items as: travel arrangement information; and securing proper travel documentation.

State Tournaments

Teams vying for state championship will be responsible for securing transportation and housing for players, coaches and chaperones. Note: Whenever a team travels, some parents will be able to travel and some will not. Parents who are unable to go on a trip with their child will be relying on a chaperone and should recognize the responsibility and incidental expenses associated with chaperoning the player. Parents may wish to compensate the chaperone in the form of a monetary donation. A minimum of one chaperone per 5 players will share the responsibility of overseeing the entertainment, study, time and behavior of all the players. See FAHA Travel policy for more details.

Financial matters for team traveling will be handled as noted in House Team Funds - Sources and Distribution.

HOUSE TEAM FINANCES

Each year a player registration fee, per Division and Tier, is assessed by the Finance Committee and approved by the Board of Directors. This registration fee, plus the team sponsorship and FAHA fundraising, which does include Concession Stand money, make up the bulk of House Program finances. The registration fee provides each player with: team jerseys and socks; ice time and referees for games, End of Season tournament, and practice ice for the 1st place teams from the End Of Season Tournament to prepare for the State Tournament.

FUNDRAISING HOUSE TEAM FUNDS --- SOURCES AND DISTRIBUTION

- 1) Only House teams with approved travel plans may raise money. All fundraising must fully comply with the State Gaming Commission Rules and Regulations and USA Hockey guidelines. Any money raised by these teams must be deposited into a FAHA account specified by the FAHA Treasurer, and be governed by FAHA rules.
- 2) All fundraising activities must be approved by the House Committee.
- 3) Monies may be spent only for the following:
 - A) The FAHA General Fund Pays House team entry fees and head coaches' per diem of \$475.00 for state tournament travel. (This applies to out-of town tournaments.)
 - B) Donations, sponsorships and team fundraising monies are to be used for the following items first (per Alaska Statutes for non-profit corporations):
 1. invitational tournament entry fees
 2. game and practice ice rental
 3. other coach (assistants), per diem
 - C) Fundraising ***must*** be applied equally for all players registered to the team, and can be used for the following:
 1. any item listed in (B) above
 2. transportation for head coach
 3. ground transportation for coaches - one vehicle
 4. lodging for coaches - one room
 5. transportation for players (air/ground)

6. lodging for players
 7. a maximum of \$30/day meal expense per player on trips
 8. expenses for an end-of-season team party
- D) Monies left in each team fund at the end of the season will remain in the general account.
- E) Unless fundraising covers everything, families may have to take care of their own player(s)'s expense.
- F) Any team may opt to collect team funds from each player/parent. The funds collected from the player/parents are for such items as: team parties or end of year trophies (Token awards may be given out to players as directed by the division director and organized by the Team Manager and purchased individually by the parents. All awards of this type must be given to players as a memento and not based on achievement). All monies collected must be kept on a spreadsheet, updated regularly and as agreed by the team. All funds left over at the end of the season will be transferred to the general fund.

End
“House Team Policies”

FAHA Bylaws

Fairbanks Amateur Hockey Association, Inc.
d.b.a. FAHA

Adopted this 14th day of May 1998
Amended on this 10th day of June 2002
Amended on this 21st day of January 2009
Amended on June 2010
Last Amended on this 17th day of April 2012

By-Law 1 Membership

A. General Member

1. A general member is defined as the following: any adult(s) who has a child registered with FAHA, a player who is individually registered in FAHA having reached the age of 18, or any individual who is a volunteer with FAHA in the following capacities: Head Coach, Assistant Coach, Team Manager, Division Director, ACD Director/Coaching Coordinator, Tournament Director, Concession Stand Manager, or Referee Liaison.
2. A membership year shall run from June 1st of one year thru May 31st of the following year when membership shall terminate, unless renewed thru registration.
3. Each general member will have one (1) vote at the General Membership meeting; restricted to one (1) vote per family regardless of the number of children registered in FAHA.
4. General membership may be terminated by two-thirds (2/3) majority vote of the Board of Directors.

B. Advisory Members

1. Advisory members are nominated by FAHA General Board and approved at a Board of Directors' meeting by majority of those present.
2. Advisory members are people, organizations or groups who are actively working within the FAHA organization or are financial supporters of FAHA.
3. Each individual or group will have one (1) vote at the annual General Membership meeting.
4. The Board of Directors will review the list of advisory members for their activity and association with FAHA in May of each year.

By-Law 2 Board of Directors

- A.** The Board of Directors shall be a working board.

B. Number of Directors

The Board of Directors shall normally be composed of twelve (12) voting members, allocated as follows: 6 officers and 6 members-at-large. See by-law 3A. All board members must also be members of FAHA, except that not more than three members-at-large may be non-FAHA members.

C. Election of Directors

1. Directors shall be elected at the Annual General Membership meeting for three (3) year terms by the voting membership. See by-law 8C.
2. In the event a vacancy occurs, a replacement shall be elected by the remaining Directors to complete the portion of the term. Directors may only vote on a person(s) whose letter of intent is on file (by-law 2G). Replacement directors may be elected by majority vote of those directors present at any regular meeting, following the announcement of the vacancy in the FAHA newsletter or posting on the FAHA website at least 15 days in advance.
3. Nothing herein shall be constructed to prevent the election of directors to succeed themselves.

D. Quorum

A quorum shall consist of seven (7) directors including any 2 of the following: President, sitting VPs, Secretary, or Treasurer.

E. Vacancies

A vacancy in the Board of Directors shall be recognized by resignation, death, removal for failure to discharge the normal duties of membership of the Board, or by appointment as covered in by-law 2C.

1. Any Director may resign at any time by giving written notice to the Board of Directors, President, or Board Secretary.
2. Any Director may be removed with or without cause, by a majority vote at any time by the membership at a special meeting called for that purpose. At any Board meeting any Director may be removed with or without cause, by a vote of nine (9) Directors. A Director who misses three (3) consecutive regularly scheduled meetings of the Board or misses four (4) meetings in one year without delivering an explanation to the President or Secretary prior to such meetings may be removed by a vote of seven (7) Directors.

F. Power and Responsibility of the Board

The Board of Directors of this Association shall have the power to:

1. Formulate, prescribe, alter and amend these by-laws, or rules or regulations for the government of this association not inconsistent with the scope and provisions of the Charter.
2. Impose and enforce penalties or disciplinary actions for any violation of its Charter, by-laws, and/or rules and regulations.
3. Remove or remit any suspension of penalty or disciplinary action that has been imposed by its officer(s) or committee(s).
4. Forthwith remove for reasonable cause from office any officer by a two-thirds (2/3) majority vote.
5. Fill a vacancy on this Board caused by resignation, expulsion, withdrawal or appointment of any director at the next regular meeting after publication of the vacancy appears either in the FAHA newsletter or FAHA website and giving at least 15 days notice.
6. Appoint subcommittees from its membership or otherwise employ individuals for the handling of special or specific business.
7. Establish and collect fees/funds of the Association and direct the expenditures of moneys.

8. Interpret, define and explain all of the provisions of the Charter, by-laws, rules and regulations.
9. Call any necessary special meetings not fixed by the Charter,
10. Have immediate access on demand of the President, to all books, vouchers, receipts, and records generally pertaining to the finance and operation of the Association.
11. The Board of Directors shall receive a copy of the financial statement (balance sheet and operational statement) of the Association monthly or have it posted/stored where the directors can access it publicly. The Board of Directors shall receive and approve the Association's proposed operating budget within sixty (60) days, following the annual meeting. The approved budget will be posted or stored where directors can access it.
12. Adoption of a program to screen coaches, assistant coaches and volunteers for fitness.
13. Attendance for Board Meetings is required.

G. Nominations

Nominations for elections to the Board shall be by written expression of interest and directed to either the secretary or chair of the nominating committee. Nominations must be received prior to the start of the meeting in which an election is to be held. A nomination is valid until the next annual meeting.

H. Conduct of Meeting

The FAHA secretary's current edition of Robert's Rules of Order shall govern and control the conduct of all meetings of the Board of Directors, unless modified by these by-laws. If the President is unable to attend a meeting or when the President has to step down from the chair for any reason (ex. conflict of interest). The succession to chair the meeting is as follows: 1. Vice President, 2. Vice President House, 3. Vice President Northern Knights, 4. Secretary, 5. Treasurer.

By-law 3

Election, Powers, and Duties of Officers

A. Election

At its regular meeting during the month of March nominations of officers shall be submitted to the Board with an election of officers at the regular board meeting in April. The Board of Directors shall elect for the ensuing year a President, Vice President, Vice President-House, Vice President-Northern Knights, Secretary, Treasurer and any other officers as determined by the Board of Directors to be officially seated at the annual meeting in May. All officers must be members of the Board of Directors. Any officer who is not re-elected to the Board at the annual meeting will automatically receive a one (1) year term.

B. President

The President shall preside at meetings of the Board of Directors and the Executive Committee. S/he shall generally perform the duties usual to the office of President and may, at his/her discretion, order the calling of a meeting of the Board or of the committees of the Association in accordance with By-Law 7. It shall be the duty of the President immediately at the close of each annual general meeting to convoke a meeting of the Board in order to discuss the business of the forthcoming year. The President shall exercise, in addition to the powers conferred upon him/her by the Charter, all duties and powers of the Board of Directors, and Executive Committee. S/he shall be an ex-officio member of all committees

except the Nomination Committee. Unless otherwise designated by the Board of Directors, paid and unpaid staff members shall report to and be supervised by the President.

C. Vice President

The Vice President shall be the Disciplinary Committee chair and shall appoint disciplinary committee members to be approved by the Board. In the absence of the President, the Vice President shall assume the duties of the President. The Vice President will be a voting member of the Finance and Executive Committees.

D. Vice President House

The VP House shall be the House Committee Chair and may appoint coordinators to assist in the activities which pertain to house teams. The VP House will be a voting member of the Finance and Executive Committees.

E. Vice President Northern Knights(NK)

The VP NK shall be the Competition Committee Chair and may appoint coordinators to assist in the activities which pertain to competition teams. The VP NK will be a voting member of the Finance and Executive Committees.

F. Secretary

The Secretary shall keep the official records of the Association including updated by-laws, current rules and regulations, the key inventory; Robert's Rules of Order manual, direct correspondence, and issues notice of all meeting in accordance with the by-laws. The Secretary shall also draft meeting agendas, prepare meeting minutes and Board Resolutions for approval by the Board and perform the duties usual to this office unless otherwise delegated. The secretary shall also maintain a file of all non profit paperwork and business licenses.

G. Treasurer

The Treasurer shall have the responsibility of receiving funds due the Association, depositing them in the appropriate account, and paying rightful obligations of the Association. S/he shall maintain signatory authority on all accounts of the association with four (4) signatures approved by the Finance Committee, of which any two (2) must sign checks. Those who sign checks will be held personally responsible for the financial amount of the check if it is signed without a designated payee. The treasurer shall, at regular General Board meetings submit a written report to the Board regarding the financial affairs of the Association and a summary at the Annual General Membership Meeting. The Treasurer shall submit budgets as requested by the Board or required by these By-Laws. S/he shall furnish a surety bond on the members of this Association if the Board of Directors deems necessary, and the cost thereof will be paid by the Association. The treasurer shall provide all information for the yearly income tax statement to the association's retained accountant. The treasurer shall provide all information and file the yearly gaming permits with the state.

H. Replacement Officers

In the event that any officer is unable to serve, for any reason, an interim replacement shall be designated from the Board of Directors by the Executive Committee and s/he shall have all of the powers and perform all of the duties of the officer for up to sixty (60) days during which time the vacancy shall be announced and an election held by the Board of Directors.

**By-Law 4
Committees**

Except as otherwise provide in these by-laws, Committee Members shall be nominated by the President and approved by the Board of Directors.

A. Executive Committee

The Executive Committee shall consist of at least six (6) members (President, VP, VP of House, VP of NK, Secretary, Treasurer and any other members as elected or appointed by the Board. A quorum shall consist of a majority of the members of the committee. The Executive Committee shall be empowered to act on behalf of the Board of Directors between meetings of the Board. However, on financial and contractual matters in excess of \$1000.00, the Executive Committee must come to the Board for approval prior to entering into any commitment. Actions and decisions of the Executive Committee shall be referred to the Board at its next meetings for review and/or approval. Any vacancy to the Executive Committee other than officers shall be filled by appointment by the Board. The Executive Committee shall be charged with interviewing and recommending individuals for Board approval to fill all paid and unpaid staff positions.

B. Finance Committee

The Finance Committee shall be chaired by the Treasurer. The Finance Committee shall consist of the Treasurer, VP of House, VP of NK, and two (2) members nominated and approved by the Board of Directors. The Finance Committee's responsibility shall also be to regulate and control all funds and fund raising activities of the Association including, but not limited to Association fund raisers, sponsorships, registrations, and individual team fund raisers. The Finance Committee shall also monitor and regulate all accounts of the Association, subject to the approval of the Board. Furthermore, it shall be the duty of the Finance Committee to examine any questions arising out of the finances of FAHA and recommend to the Board any course of actions relating to the financial matters which may be deemed advisable. Finally, it shall be the duty of the Finance Committee to submit an operational budget for the upcoming year to the Board of Directors.

C. Disciplinary Committee

The committee will be composed of seven members, at least two of who will be neutral parties with no children playing in the organization at the present time. The other five will be from the general membership and will be nominated and approved by the Board. The FAHA Vice President of the program to which the player/s are registered under and a member of the referee association will serve as non-voting advisory members. Terms will be 1-year (May-April). The Vice President shall be the chair.

Five members of the committee are required to constitute a quorum. Meetings will be held once a month or as deemed necessary by the chair. Voting will be by verbal yea/nay. A majority is required for a formal decision. Infractions involving players, coaches, (parents/guardians/family members, etc.) will be heard and ruled upon. The committee will review and/or act upon any disciplinary actions since the last meeting. All actions taken by the disciplinary committee will be verbally relayed to the involved parties within 48 hours of the actions and a follow-up letter sent. Actions taken by the disciplinary committee will stand unless appealed to the state disciplinary committee within 7 days from verbal notification. The committee will make other general recommendations to the Executive Board.

The Chair of the disciplinary committee is responsible for seeing that all data involving an action taken by the committee is collected, recorded, and sent to the FAHA secretary, all

hockey associations within the Fairbanks North Star Borough, and the state disciplinary committee when required in a timely manner.

Guidelines for Hearings

First Game Misconduct - A game misconduct, the first in a season, will require a hearing only if directed by the Vice President of the program to which the player(s) are registered, the Chair of the Disciplinary Committee, or the player involved. Hearing requests must be made to either the FAHA Vice President of the program to which the player is registered or the Chair of the Disciplinary Committee within 48 hours of the infraction.

Second Game Misconduct - FAHA requires any player receiving two game misconducts in a season to appear before the disciplinary committee. A minimum of three game suspensions and the player placed on probation will be enacted. A copy of the Discipline Committee's report may be sent to the Men's League, Women's League, or other hockey association. The committee may deem further action appropriate.

Match Penalties – All match penalties will require a hearing. Any individual involved in the infraction will be required to attend the hearing. Other parties wishing to speak for or against the incident must receive permission from the chair of the Disciplinary Committee and/or the FAHA Vice President of the program where the player(s) is registered.

D. House Committee

The House Committee shall administer the Tier III and Tier IV programs as outlined in the Board approved House Handbook. The chair will be the VP House. This committee will be approved by the FAHA Executive Committee. The House Committee meeting minutes will be sent to FAHA's Secretary for inclusion in the general meeting minutes. A monthly financial statement will be submitted to the Finance Committee.

E. Northern Knights Committee

The NK Committee shall administer the Tier I and Tier II programs as outlined in the Board approved NK Handbook. All members will have voting rights and the chair will be the VP Northern Knights. This committee will be approved by the FAHA Executive Committee. The NK Committee meeting minutes will be sent to FAHA's Secretary for inclusion in the general board meeting minutes. A monthly financial statement will be submitted to the Finance Committee.

F. Nominating Committee

The Nominating Committee shall consist of three (3) members of the Board of Directors nominated and approved by the Board; the President shall designate the Chair. It shall be the duty and the responsibility of the Nominating Committee to nominate candidates for the officers of the Association and the Directors at Large. Additional nominations may be made by any member of the Board, such nominations from the floor, must be seconded by not less than two (2) other members of the Board.

The Nominating Committee shall: 1) solicit from those holding positions at the current time whose term will expire at the annual meeting an indication of their interest in continuing to hold their current position; 2) advise the directors of the slate of officers in writing, by the March general Board Meeting; 3) provide a list of candidates for the vacant Board of Director seats for the annual membership meeting in May at the regular April General Board Meeting.

All interested in officer and/or Board of Director positions must submit in writing a letter of intent to be placed on file with the FAHA Secretary. This letter may be set to the Chair of the Nominating Committee or the FAHA Secretary.

G. State Board Committee

FAHA's state representatives will be elected from its current directors at its regular meeting during the month of April. Each state rep will hold a one (1) year term. In the event that any rep is unable to serve, for any reason, a replacement shall be designated from the Board of Directors by the Board of Directors for the remainder of the vacated term. FAHA state board reps, if they have a child skating, must not have a child skating in any other junior and/or youth hockey organization within the State of Alaska other than FAHA.

H. By-Laws Committee

The members of the By-law Committee shall be nominated and approved by the Board of Directors. The President shall designate the Chair of the committee.

By-Law 5

Staff

The staff recommended by the Executive Committee and approved by the Board shall serve until the next annual general meeting, unless otherwise approved by the Board. These may include an ACE Director/Coaching Coordinator, Concession Stand Manager, Referee Liaison, and other staff as needed for the operation of the FAHA program. Coaches shall be recruited by the individual programs coaching selection committees and approved by the Executive Committee.

1. The ACE Director/Coaching Coordinator may, at the request of the individual programs, assist in the selection of coaches, disseminates coaching information and may coordinate coaches' training programs and/or meetings. S/he will also supervise the ordering and maintenance of training materials.
2. The Concession Stand Manager will oversee the management of the FAHA concession stand(s) including records of purchasing, inventory, and cash flow.
3. The Referee Liaison will be the contact within FAHA of all matters concerning the referees scheduled by the IAHOA (Interior AK Hockey Officials Association) for FAHA games or games sponsored by FAHA. The Referee Liaison will work with the proper contacts in the IAHOA organization to bring all matters to a satisfactory conclusion for everyone involved. S/he will attend IAHOA meetings and report pertinent information to the FAHA Board. S/he will use his or her FAHA contacts to help recruit, educate, and monitor the referees that are scheduled for FAHA games.

By-Law 6

Financial

A. Fiscal Year

The fiscal year of the Association shall end May 31st of each year.

B. Fees

All fees, and the payment thereof, shall be determined by the Board of Directors.

C. Depositories

All funds of the Association, not otherwise employed, shall be deposited from time to time to the credit of the Association in such banks, savings and loan associations, trust companies, or other depositories as the Board of Directors may elect.

D. Contracts

The Board of Directors will be responsible for adopting prudent contracting and purchasing policies. The Board of Directors may authorize staff, any officer(s) or agent(s) of the Association, in addition to the officers authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

E. Checks, Drafts, Etc.

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall require a minimum of two signatures, unless otherwise approved by resolution of the Board and shall be signed by such persons as determined by resolution of the Board.

F. Investment

Any funds of the Association which are not needed currently for the activities of the Association may, at the discretion of the Board of Directors, be invested in such investments as are permitted by law.

G. Power to Borrow Money

Whenever two-thirds (2/3) of the Board of Directors determine that the general interest of the Association so require, the Association may borrow money in amounts to be determined by the two-thirds (2/3) of the Board, and issue its promissory note or bond for repayment thereof with interest and may in like case, mortgage its property, if any as security for its debts or other lawful engagements.

H. Books and Records

The Association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors. The Association shall keep a record and update such record giving the name and addresses of the members entitled to vote. With the approval of the Board, members (either through their agent or attorney) may inspect all books and records of the Association. All books and records shall be kept for a period of seven years or as statute requires, whichever is more.

I. Financial Statements

See By-law 3- Treasurer

The House and Northern Knights Committees shall file monthly financial statements with the Finance Committee. Upon approval of the Finance Committee these statements will be forwarded to the Board Secretary for inclusion and approval at the next regularly scheduled Board meeting.

J. Audit Committee

An Audit Committee will be appointed and approved by the Board of Directors. The Audit Committee shall consist of four (4) members, one of which must be a Board Member and none of which may be the Association Treasurer. The Chair is appointed by the committee. The committee may audit the books from time to time as ordered by the Board. The committee shall determine if the financial record keeping system is being maintained and operated in a sound and fiscally responsible manner. It will report on its activities to the President and Board of Directors. An annual audit shall be conducted of all accounts by August of every year.

By-Law 7
Meetings of the Association

A. Annual Membership Meeting

1. The annual meeting of the membership will be held in May of each year. Notice of the annual meeting of FAHA shall be printed in the prior month's newsletter and/or posted on the FAHA website.

Order of business (Annual Meeting)

Call to Order
Seating of Board Members
Minutes
Correspondence
Persons to be Heard
Reports:
Officers' Reports
Questions on Officers' Reports
Committee Reports
Questions on Committee Reports
Old business
New Business
Board Members' Comments
Review the time and place for next meeting
Adjournment

B. Meeting of the Board of Directors

1. Meetings of the Board of Directors shall be held at least quarterly as established at the Annual Meeting. Notices of all meetings shall be posted on the FAHA website and sent to the Board of Directors by the Secretary no less than seven (7) days prior to the meeting.
2. Special meetings of the Association may be called by 1/20th of the general membership or by a simple majority of the Board of Directors, by phone, or by notice (in writing) to the President with not less than fifteen (15) days notice to all members. The notice of such meetings must contain the date, time, and place of the meeting, and must have an agenda.

C. Open Meetings

All meetings of FAHA including Board of Directors, Executive Committee and all other committees, shall be open to the public with the exception of an executive session called for by a majority vote of those entitled to vote. The Board or Committee must first convene in public session before calling for an executive session. Reason for executive sessions must be noted in the minutes. No binding action may be taken at the executive session.

By-Law 8
Voting

A. Method

At all meetings of the Board of Directors, or its committees, voting shall be by a show of hands, unless the meeting decides upon a ballot. Elections of the Directors and officers shall be by written ballot.

B. Alternative Methods of Voting

Alternative methods of voting allowed are: proxy, email and telephonically. Designation of a proxy must be delivered in writing to the Board Secretary prior to the start of the meeting. All votes must be directed to the active Secretary to be recorded, not to the board as a whole. If extra discussion is required on an agenda by a Director and a quorum can't be reached otherwise the agenda must be tabled to discuss at a meeting. The Board must pass a motion to allow alternative voting to apply on a case by case basis, prior to the alternative voting taking place. The annual meeting is exempt from any type of alternative voting methods.

C. Favorable Majority

Decisions shall be by the majority of the votes cast, unless the favorable vote of a larger proportion of the votes is required by the Charter and/or By-Laws.

D. Director's Meeting

Each director in attendance at the board meeting shall have one (1) vote.

E. Annual Meeting

Individuals with registered player(s), or registered players themselves having reached the age of majority, shall each have one (1) vote at the annual membership meeting. The member must be present to vote. Approved advisory members shall each have one (1) vote.

By-Law 9

Amendments

A. Amendments

1. Any proposed amendments or alterations to these By-Laws will be presented by the By-Laws Committee at the meeting of the Board of Directors. The proposed changes will be voted on at the next regularly scheduled meeting following the presentation. Amendments or alterations to these By-Laws shall be made only by a two-thirds (2/3) majority vote by the Board under the authority granted in By Law 2 Section F (1).
2. Any other proposed amendments or alterations to these By-Laws may be presented at the meeting of the Board of Directors. The proposed changes will be voted on at the next regularly scheduled meeting following the presentation. Amendments or alterations to these By-Laws shall be made only by a two-thirds (2/3) majority vote by the Board under the authority granted in By Law 2 Section F (1).

B. Notification

The Secretary shall notify all members of any changes in the By-laws or Rules and Regulations of this Association within thirty (30) days of the date of the change.

The original copy of these By-Laws and Amendments signed by the President and Secretary shall be on file with all the other Fairbanks Amateur Hockey Association records.

By-Law 10

Indemnification of Officers, Directors and Employees

FAHA shall indemnify any Director or employee of FAHA and who was or is a party or is threatened to be made a party to any proceeding (which shall include for the purposes of this by-law any threatened, pending or completed action, or other proceeding whether civil, criminal, administrative, or investigative (other than action by or in the right of FAHA)) by reason of the fact that such person was or is an authorized representative of FAHA against expenses (which shall include for purpose of this by-law attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonable incurred by such person reasonably believed to be in, or not opposed to, the best interest of FAHA and , with respect to any criminal proceeding, had no reasonable cause to believe such person's conduct was unlawful.

End "FAHA Bylaws"

STAFF & VOLUNTEERS

Executive Director- This position supports the FAHA program as required by the FAHA Board of Directors. The essential duties and responsibilities are as follows: Registrar and insurance coordinator for the players, teams and coaches with USA Hockey; Contracting all rink facilities for distribution of ice to the three FAHA programs as well as billing to appropriate teams; Sending solicitation letters to current sponsors and other potential sponsors; Preparing tournament request forms and sending to ASHA by August 1st each year; Coordinating trophies, patches and ribbons for tournaments, hat tricks, playmakers and shutouts; Maintaining office supplies; Checking the post office box and routing/responding to correspondence; Attending monthly general board meetings; Making arrangements to compile, print and mail out of newsletters on an interval set by the General Board of Directors; and staff the FAHA office for easier access by those wishing to do business with us. The Executive Director may serve as Master Ice Scheduler and coordinates and distributes all regular season ice and tournaments ice for the Association to the respective ice schedulers within each program. This includes practice ice and game ice for all FAHA Programs. The Master Ice scheduler is the only person who communicates with the ice rinks and the referee association.

Ice Scheduler – The Ice Scheduler is the primary point of contact between the Fairbanks Amateur Hockey Association (FAHA), and the local ice arena's, referee's association, and other hockey associations, for the purpose of scheduling games and practices. The Ice Scheduler is responsible to the Board of Directors for the successful coordination between all parties to provide for the availability of ice and needed game officials for implementation of FAHA programs. The successful candidate will be a highly organized, be able to work with multiple parties on sometimes short notice, be able to work independently with little supervision, and work with the FAHA Board of Directors, President, and program Vice Presidents in accomplishing tasks as assigned, to include helping to maintain operations under the annual budget for ice and officials.

Concession Stand Manager - This position oversees the management of the FAHA concession stand, including scheduling workers, records of purchases, stocking inventory and cash flow. Monthly reports will be submitted to the FAHA Treasurers for tracking and for accounting to the General Board.

Referees - The Interior Alaska Hockey Officials Association (IAHOA) schedules referees for all regular season games and will coordinate with the FAHA Ice Scheduler. Two officials shall be appointed to officiate at each game in the U10-U18 Divisions, with one official appointed to officiate at each game in the U8 Division. With FAHA's approval, the referee association may schedule a referee and two linesmen for U14 and up. If referees are needed for nonscheduled games or scrimmages, the Coach or his designee is responsible for contracting the FAHA Master Scheduler so that coordination with the IAHOA scheduler can occur with ample time to obtain game referees.

Any 12-year-old and above interested in becoming a referee must attend a clinic during August, September, October or November at their own expense. Anyone interested in becoming a referee must also pass a written exam. Referees are paid a fee according to the referee contract. Contact Interior Alaska Hockey Officials Association, for more details. All other rules and guidelines described within the IAHOA rules and guidelines manual will be followed.

FAHA VOLUNTARY STAFF

The voluntary staff, appointed by the President and approved by the board of Directors shall serve under the administration of the Executive Committee, until the next Annual General Meeting. These will include Coaching Coordinator(s), Referee Liaison, Equipment Manager, Webmaster, Safesport Coordinator, Tournament Director, State Board Representative, VP of House and any other staff as

needed for the operation of the Fairbanks Amateur Hockey Association. Coaches shall be recruited by the Coaching Coordinator and selected by the Coaching Selection Committee subject to approval by the Executive Committee. Division Directors shall be recruited by the VP of House Programs subject to approval by the Executive Committee.

The FAHA **Coaching Coordinator** is appointed by the President and approved by the Board of Directors. S/he is responsible for assisting the Executive Director in the recruitment of all coaches and serves on the Coach Selection Committee. The Coaching Coordinator is responsible for all training for the Coaches: S/he will recommend coaching materials to be purchased by FAHA, and supervise distribution of these materials to Coaches. S/he will arrange clinics as required and be available to the Coaches for assistance. The Coaching Coordinator is a voting member of the Board of Directors. The Coaching Coordinator helps recruit and works with the program VP's to coordinate coaching events. S/he is responsible for recruitment of qualified personnel for skills testing and player evaluations of all ages.

FAHA Coaches:

All FAHA Coaches and Assistant Coaches are required to be certified as follows:

- They must pass a background check **before on-ice assessments** in compliance with ASHA Rules and Regulations.
- They must complete (or renew) a USA Hockey Coaching certification course before December 31.
- They must complete the appropriate age module(s) for the age group(s) they are coaching before December 31.
- Complete coaching education details can be found on the USA Hockey website.

Head Coaches -

1. Ultimately responsible for on-time start of games and ends games promptly, according to schedule.
2. Signs score sheets before games confirming player roster and providing coaches certification card number and year attained.
3. Continually demonstrates sportsmanship.
4. Requires and enforces fair and safe play.
5. Ensures equitable playing time.
6. Provides technical instruction on ice.
7. Handles, in the rare event, complaints from parents.
8. Ensures all players are appropriately equipped before any play.
9. Respectfully and constructively encourages players, in an age appropriate manner.
10. Respects date and time constraints of schedule.
11. Chooses Assistant Coach, Team Manager and Locker room parent.
12. Travels with team on any out-of-town play.
13. If travel is suggested, a team meeting will be called. Everyone should keep in mind the best interest of the players, the importance of school attendance, and financial obligations.
14. Runs practices and games to USA Hockey and FAHA standards.
15. Implements rules for player behavior consistent with FAHA Rules and Regulations.
16. Collects FAHA goalie gear and team equipment after the season and turns it in at the FAHA office or other designated location.
17. Coaches and Assistant Coaches must be approved by the House Committee.
18. Reports issues concerning referees to the House Program Coaching Coordinator.
19. Provides input for league structuring, planning, and team selection process at the end of the season for next season.

Assistant Coaches -

- 1) Duties to be established by the Coach. In general, Assistant Coaches facilitate the flow during practice and help on the bench.
- 2) Assumes all coach responsibilities / expectations in the case of the absence of the coach.
- 3) Supports the coach and assists on the bench during games.
- 4) Works with players individually on ice, emphasizing individual skills, effort, and position.

The FAHA **Referee Liaison** will be the contact within FAHA for all matters concerning the referees scheduled by the IAHOA (Interior Alaska Hockey Officials Association) for Fairbanks Amateur Hockey Association games or games sponsored by FAHA. The Referee Liaison will work with proper contacts in the IAHOA organization to bring all matters to a satisfactory conclusion for everyone involved. S/he will attend IAHOA meetings and report pertinent information to the FAHA Board of Directors. S/he will use their FAHA contacts to help recruit, educate and monitor the referees that are scheduled for FAHA games.

Equipment Manager is responsible for maintaining, controlling, and inventorying goaltending equipment, extra jerseys, and any other equipment that may be owned by FAHA. The Equipment Manager is also responsible for the purchase of new equipment and maintenance of used equipment.

Webmaster is responsible for maintaining & updating the FAHA website and providing access for appropriate FAHA volunteers (team managers/ coaches/ division directors).

Safesport Coordinator – Responsibilities include monitoring the training of local program administrators and others within the Affiliate, serving as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Affiliate and, when appropriate, reporting such information to USA Hockey.

Tournament Director – Responsibilities: 1) Make sure all rosters are on in time; 2) A week before the tournament send the teams the rules again just to remind everyone; 3) Once schedule is set you will need to coordinate volunteer rink masters/ time and score people; 4) Have FAHA Administrator prepare the Tournament Program and arrange printing with someone; 5) Prepare score sheet labels; 6) Prepare tournament grid; 7) Prepare score sheets ahead of time with date, time, rink and labels; 8) Contact the Referee association and ask that they have a representative at the Coaches meeting for State Tournaments; 9) Arrange to have little snacks/water/Gatorades in the ref locker room; 10) Organize Hospitality room for State Tournaments; 11) Prepare laminated locker room signs for each team; 12) buy medals/trophies for FairbanksFest Tournament.

State Board Representatives represent FAHA at Alaska State Hockey Association functions. Generally, this is a 3-year term.

The **Vice President of House** is the Chair of the House Program Committee and is called the House Program Director or VP House. S/he acts as liaison between the Executive Committee and Board of Directors. The House Program Committee should include: Chair and House Division Directors; other members may be seated, with approval of the Vice President of House. Sixty percent of the committee members constitute a quorum.

The committee shall plan and coordinate the programs for House teams off-ice activities. The committee responsibilities are:

- 1) To maintain communications between House Teams and the Executive Committee and to recommend policies to the board regarding these teams.

- 2) Submit guidelines for the Coaches, Parents, and Members of the House Teams, to be approved by the Board of Directors.
- 3) To provide information and coordination on subject areas unique to House Teams and conduct orientation meetings with Coaches and parents after team selections. Subjects to include: maintenance of practice ice, scorekeepers and timekeepers, Concession Stand duty., tournaments, season calendar, fundraising.
- 4) The House Program Committee will also be responsible for the following:
 - A) Work with Division Directors to ensure all necessary stats are being compiled and documentation gathered.
 - B) Organizing all aspects of the End of Season tournament
 - D) Monitors any problems within the House Program and implements solutions.
 - E) Oversees the Team Selection Committee and monitors the team selection process with an emphasis on team balance from skills testing.

Team Managers -

- 1) Team Managers are required to have a background checks done in compliance with ASHA Rules and Regulations.
- 2) Team Managers are required to be registered with USA Hockey as a volunteer.
- 3) Maintains Team Roster with contact numbers.
- 4) Provides FAHA Registrar (designated by the FAHA office) with an alphabetical roster including coaches, assistant coaches, players and jersey numbers for entire team. Updates the Registrar as to any player additions or removals throughout season, with a final updated roster submitted by January 15th.
- 5) Acts as primary point of contact for information between Division Directors, Coach and team parents. Acts as liaison between parents and Coach.
- 6) Obtains, distributes and updates other information distributed to teams such as photos and tournament schedules. Notifies parents of any schedule changes and other information in a timely manner.
- 7) Scoresheet/ Clock Game Responsibilities - assign these tasks on a rotating basis through your team parents or in some other equitable manner.
- 8) Submit the white (top) copy of the completed score sheet to the to the FAHA office, or the FAHA drop box at the Big Dipper.
- 9) Retain and compile score sheets (yellow / pink) for all games played. These records are mandatory for ALL teams going to State. It is handy to keep these in a three-ring binder.
- 10) After the End of the Season Tournament, the winning team's Team Manager creates a team book to include all documentation required by the State Tournament Credentials Committee (see VP House Program).
- 11) Schedule parents for Concession Stand duty (or assigns another individual as Concession Stand scheduler).
- 12) Obtain needed birth certificates and other necessary documents, if not on file, and gives them to the FAHA Registrar. All paperwork must be taken care of prior to the first game.
- 13) Responsible for coordination of optional year-end team party and help with Division activities.
- 14) Help with Christmas, End of Season, and State tournament arrangements.
- 15) Make travel arrangements (or assigns another individual) if necessary.
- 16) If the Team Manager will be on the player's bench during games or practice, they must be certified as a coach by USA Hockey.
- 17) Provides input for coaching selection, league structuring, planning and team selection process at the end of the season for next season.

Locker Room Parents - Will 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.

Division Directors -

- 1) Acts as primary point of contact for information to and from house program teams.
- 2) Helps with registration and information events.
- 3) Helps with team assignments, including initial placement and mid-season placement, to assure teams remain as balanced as possible.
- 4) Distributes ice schedule to Team Managers when received from FAHA Ice Scheduler.
- 5) Gathers score sheets throughout season to be given to the VP of House after the End of Season tournament.
- 6) Provides the FAHA office, Tier Division Director, and VP House Program with a list of team contacts including the coach, Assistant Coach and Team Manager as soon as teams are formed, and continue to update as needed throughout the season. Contact list to include home phone number, work phone number and e-mail addresses.
- 7) Distributes photo scheduling information, and photos as soon as received.
- 9) Assists with FairbanksFest for division.
- 10) Assists with End of Season Tournament for division.
- 11) Assists with State Tournaments awarded to FAHA by Alaska State Hockey Association.
- 12) Other duties as requested by the Vice President of House.

**End
“Staff”**

Glossary of Hockey Terms

Players

Center - The center operates mostly up and down the middle of the ice and usually leads their team's attack by carrying the puck. The center sets up plays by exchanging passes with the two wingmen and tries to steer the play in towards the opponent's goal. Defensively the center tries to keep the play in the attacking zone by harassing the opponent's puck carrier. (Forechecking). After the opposition works the puck out of their end of the rink, the player tries to interrupt their playmaking as it moves through the neutral zone and into the player's defending zone. (Backchecking).

Wings - The two wings move up and down the sides of the rink with the direction of play. Offensively they skate positioning themselves for a shot on the goal. Defensively they watch the opponents' defensemen/point men and try to disrupt their playmaking and shooting as the action moves back towards the defending zone. (Backchecking).

Defensemen - Basically, two defensemen try to stop the incoming play at their own blue lines. They also block the opposing forwards. Offensively they carry the puck up the ice or pass the puck up to the forwards, then follow the play into the attacking zone and help keep it there.

Goalkeeper (goalie) - The goalkeeper's responsibility is to keep the puck from entering the goal and there are no restrictions placed on the methods the goalie can employ. The goalie's offensive contributions are limited and consist of occasionally- passing the puck up to his defensemen or forwards to start a rush. A goalie never scores a goal and only on rare occasions receives credit for an assist.

Game Terminology

Assist- An assist is credited in the scoring records to the player that is involved in the play immediately preceding a goal. There is a maximum of two assists per goal.

Back Check- Back Checking is the action of the forwards skating back into their defensive zone to break up the opposing teams offensive play.

Body Check- Body Checking is using the body against an opponent, who has possession of the puck, to break up an offensive play.

Breakaway- A breakaway is when there are no defensive players between the puck carrier and the opposing goalkeeper.

Breakout- A breakout is the movement of a team in possession of the puck out of its defensive zone.

Changing on the Fly- Changing on the fly is the substitution of players while the clock is running.

Clearing the Puck- Clearing the puck is shooting the puck out of the Defensive Zone or away from its goal.

Delayed Penalty- A team shall not be shorthanded on the ice more than two players at any one time because of penalties imposed. Therefore, should a team receive a third penalty, that penalty shall be delayed in its start until one of the other penalties has terminated.

Delayed Whistle- When a violation occurs, the official will blow his whistle to stop play as long as the non-offending team has possession of the puck. The moment the offending team touches the puck, the play will be stopped.

Drop Pass- Puck carrier leaves the puck behind to be picked up by a trailing teammate.

Face-Off- The dropping of the puck between a player from each team to start play.

Forechecking- Attempting to break up an opponent's offensive play.

Freezing the Puck- Holding the puck against the boards with the stick or skate in order to stop play.

Goal Crease- The area marked off in front of the goal. An offensive player may not enter the crease unless the puck is already inside this 'area'.

Goal Judge- A goal judge is an off-ice official that sits behind the goal, outside the boards and determines if the puck enters the goal. Should there be a difference of opinion the referee shall have the final decision.

Hat Trick- When a player scores three goals in one game.

Icing- Puck must pass over the red line and offensive blue line and across the goal line. No icing if the puck is touched by the goalie or on net (referee judgment). Play is whistled dead and face-off in offending team's zone. Icing is *legal* when:

- 1) Committed by shorthanded team.
- 2) Official judgment that the opposing team could have played puck before it crosses the goal line.

Late Check - Avoidable body check to an opponent who has passed-off the puck. See USA Hockey rule 640(b). Penalty shall be assessed.

Major Penalty- For the first major penalty in any one game, the offender, except the goalkeeper, shall be ruled off the ice for 5 minutes during which time no substitute shall be permitted.

Minor Penalty- Any player other than the goalkeeper shall be ruled off the ice for 2 minutes during which time, no substitute shall be permitted.

Minor Officials- More properly referred to as 'off-ice officials' - includes the Goal Judges, Game Timer, Penalty Timer, and Official Scorer. Not all positions are utilized in youth games.

Neutral Zone- The neutral zone is the center ice area between the blue lines.

Off sides - The puck must precede all offensive players into attacking zone. A player is off sides only when the player has BOTH skates over the offensive blue line prior to puck. Face off in neutral zone outside of defensive team's blue line.

Penalty- Punished for an infraction of the playing rules. There are two types: **Minor and Major.**

Penalty Box- The penalty box is an off-ice area at the center red line where penalized players serve their time.

Penalty Kill - the attempt to prevent the opposing team from scoring while at a numerical disadvantage due to penalty(s).

Play Maker - When a player gets three assists in one game.

The Point- The point is the position of the defenseman in his offensive zone inside the blue line near the sideboards when his team is attempting to score.

Poke Check- Knocking the puck away from an opponent with the blade of the stick.

Power Play- The attempt to score by a team that has a numerical advantage due to a penalty(s).

Pull the Goalie- A team that is losing by one goal will sometimes take the goalkeeper off the ice in favor of another forward. This happens only in the dying minutes of the game and makes for exciting finishes.

Referee Crease- A restricted area marked by a red line, in front of the timer's table in which a player is prohibited from entering while the referee is reporting a penalty.

Save- A save is when the goalkeeper stops the puck prior to it crossing the goal line.

Screen - An offensive player positioning himself to block the opposing goalkeeper's view of the puck.

Shorthanded- When a team is playing with one or more less players than their opponent, as a result of penalties. Icing is allowed when shorthanded.

Shot on Goal - A shot at goal is counted as a shot on goal when it would have scored except for the goalie preventing it. That is, it has to be inside the pipes.

Shut-Out-A shut-out is when a goalkeeper does not allow a goal to be scored in a game.

Slap Shot- A sweeping motion with an accentuated back swing to shoot the puck.

Slot-The slot is an unmarked area in front of the goal approximately ten to fifteen feet in diameter.

Sweep Check- A sweeping motion with the stick flat on the ice to take the puck away from an opponent.

Wrist Shot- The motion of shooting the puck with the puck against the blade of the stick

Zero Tolerance- The Zero Tolerance Policy is intended to assure all players, coaches, officials, team officials and administrators, and parents/guardians and spectators maintain a sportsmanlike atmosphere before, during and after all games. Players, parents and coaches are required to sign and adhere to the "Zero Tolerance Policy."

END
“Glossary of Hockey Terms”