FAIRBANKS WOMEN'S HOCKEY ASSOCIATION

By-Laws and Rules and Procedures

Adopted – 1 November 2003
Amended – 7 March 2009
Amended – 1 September 2017
Amended – 1 March 2023
Amended – 15 May 2024
Amended – 4 December 2025
Amended - 6 August 2026

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Article 1 - Name

1.1 The name of this non-profit corporation shall be the Fairbanks Women's Hockey Association, hereinafter known as FWHA.

Article 2 - Mission Statement

2.1 The goal of FWHA is to promote the growth of competitive and recreational hockey for women of all ages and to provide the best possible experience for all participants by encouraging, educating, developing, advancing, and administering the sport.

2.2 To establish rules and regulations governing all team members, to engage in any activity or enterprise that will be beneficial to the members and to FWHA.

2.3 To cooperate with local rinks, facilities, organizations, and associations in addition to Alaska State Hockey Association (ASHA) and USA Hockey to promote good sportsmanship and interest in the sport of Women's Hockey.

Article 3 - Liability and Protection

3.1 This program, being amateur in nature, those who participate understand that the game of hockey involves certain risks and accept responsibility for themselves and their actions and shall in no way hold the rink, facilities, FWHA or their representatives liable for any injury that occurs because of their participation in this amateur athletic program.

3.2 The FWHA purchases Directors and Officers Insurance each year through the USA Hockey Insurance Program.

Article 4 - Administration

The By-Laws, Rules, and Procedures shall govern the affairs of the FWHA.

4.1 The Board of Directors shall administer the internal affairs of FWHA.

4.2 The Board of Directors shall be, President, Vice President, Secretary and Treasurer, herein after known as the Board or Officers. The Board of Directors are the Officers of FWHA.

4.3 The following are advisory positions that may assist the Board as defined: Team Representatives, Past President, and Parliamentarian.

4.4 A member of the Board cannot also serve as a Team Representative.

4.5 All officers shall serve for a term of two (2) years from the date of their election until successors have been duly elected and qualified. There is no limit to the number of successive terms. Two positions will be elected each year, on an alternating basis, so that there are always at least two experienced board members to call a new board into service.

4.6 The Board shall review any purchases made by FWHA. Bids will be solicited from the appropriate sources for items such as goalie equipment, trophies, jerseys, banquet facilities, etc. and the items will be purchased from the lowest bidder, taking into consideration local entrepreneurs and the quality required.

4.7 The FWHA Treasurer has the authority to sign checks on behalf of FWHA, for FWHA reoccurring expenses (example: FWHA's storage unit bill, FWHA's post office box bill, FWHA issued paychecks to score keepers/ referees, etc.). Any expenses over $100, outside the conduction of normal FWHA business, will require the signature of two (2) FWHA Officers. Vouchers must be approved by the majority of the FWHA Officers, and can be issued electronically, or via check to the recipient. FWHA funds are strictly to be used for League purposes, and any violators will face legal repercussions by FWHA.

Article 5 – Management

5.1 Duties of the FWHA Board:

a. To carry out recommended changes in FWHA policies brought forward from team representatives and from the votes of the membership at general membership meetings.

b. Accept, and act on any reports/ matters of business to the administration and general affairs of FWHA.

c. To attempt to recruit sponsors and new members to our Association.

d. Establish committees as needed to assist in all areas.

e. To create and approve all league and tournament schedules.
f.

5.2 Duties of the President:

a. Call and preside over all board and general meetings.

b. Coordinate all activities of the FWHA, registration, team selections etc.

c. Appoint committee chairs to delegate duties to other officers and team representatives to produce an efficient, orderly, and functional board.

d. Schedule ice times, prepare league schedule and newsletters. This duty may be appointed to another board member, if needed.

e. Schedule officials/ scorekeepers/statisticians for all league and tournament play and make contact of any changes. This duty may be appointed to another board member, if needed.

f. To sign with the Secretary all contracts and agreements made between FWHA and all outside associates.

g. Check mail and respond to any correspondence as necessary.

h. Store all excess FWHA gear, Goalie, Pucks, etc.

i. Shall be the ASHA Representative.

j. Assist in team registration/ team selection/ website updates/ and budget.

5.3 Duties of the Vice President:

a. Assist President, call and preside over meetings in the absence of the President, or when so delegated.

b. Supervise adherence to by-laws and regulations unless there is a parliamentarian present. Convene and chair the Disciplinary Panel if needed. (See 10.8.).

c. Distribute official FWHA announcements.

d. Keep and display team and player hockey statistics.

e. Register individual player USA Hockey insurance numbers with USA Hockey.

f. Assist in team registration/ team selection/ website updates/ and budget.

5.4 Duties of the Secretary:

a. Maintain - in electronic form copies minutes of all FWHA meeting cc copies to all board members and have a current legible copy.

b. Presided over meetings in absence of the President and Vice President.

c. Prepare and distribute all notices of meeting and proposed agendas to all board members, Team Representatives and FWHA members via email and FWHA website announcement. May also include Radio Public Service Announcements (PSAs), Newspaper, TV, and Dipper, UAF, and Polar Ice.

d. Provide the Board officers with a list of members, including addresses and phone numbers, also to include "Team Contact List" for each Team Representatives.

e. Coordinate distribution and collection of jerseys from Team Representative. Maintain list of players/jersey numbers for season.

f. Maintain an inventory list of FWHA property i.e., Goalie Gear, Team Jersey List. provided by the President and Vice President.

g. Sign with the President all contracts and agreements made between FWHA and all outside associates.

h. Assist in team registration/ team selection/ website updates/ and budget.

5.5 Duties of the Treasurer:

a. Pay all bills generated by the FWHA during the season using FWHA money. Paying by check only with attached voucher. Cash will not be used to pay any bill unless the amount is under $20.00. A voucher or receipt will accompany all transactions.

b. Assist President as directed and presides over meetings in absence of President, Vice President, or Secretary.

c. Maintain adequate bookkeeping records, so that an annual audit can be made.

d. Assist in preparing a yearly budget.

e. Present a detailed financial report for each meeting.

f. Maintain checking account-keep (checkbook) and all vouchers accounted for and have current months vouchers available at each meeting.

g. Perform game costs and player fee assessment, prior to season start.

h. Assist in team registration/ team selection/ and website updates.

5.6 Duties of the Team Representative:

a. Responsible for signing out jerseys at the beginning of the season and documenting which player holds which number. Provide copy of this completed list to Vice President and Scorekeepers.

b. Collecting and cleaning jerseys at the seasons end or whenever a player leaves FWHA.

c. Relay the ideas, feelings, and concerns to the Board. Make members at large aware of Board ideas, requests, and position on topics. Notifying teams members of all current rules, and new rule changes.

d. Contact all team members regarding meetings, schedule changes and polling members if information is required.

e. Provide Team Phone List to all Team Players.

f. Serve as a member of the disciplinary committee (see 10.8)

Article 6 - Removals, Resignations, and Vacancies

6.1 Removals: An elected officer may be removed/ recalled by a majority vote at an FWHA meeting. Written notice of the removal meeting shall be given to the appropriate team representatives at least 14 days prior to the meeting. Prior to recall vote a grievance must be filed with the disciplinary committee and reviewed and discussed with the petitioner within 7 days of notice. One of the FWHA officers and at least 1 Representative from each FWHA team (carrying any team ballots) must be in attendance to validate the removal vote. An elected board member may be removed for numerous unexcused absences from scheduled meetings.

6.2 Resignations: Any member of the FWHA Board may resign at any time by giving written notice to the FWHA President.

6.3 Vacancies: Any office vacated during the fiscal year may be filled by a temporary appointment by the FWHA President, and confirmation at a FWHA board meeting accepting the appointment.

6.4 If an elected officer resigns or is removed or fails to complete her duties as explained in Article 5 of the By-Laws, they are not eligible for the fee waiver the following season as determined by a vote at the Board meeting preceding the Spring General Membership meeting.

Article 7 - Meetings, Voting

7.1 The FWHA Board shall meet with Team Reps whenever necessary and will notify the membership at least seven (7) days in advance of the date via email and FHWA website announcement. All meetings will be conducted under the guidelines of Robert's Rules of Order.

7.2 FWHA will have at least two General Membership meetings annually.

a. Fall meeting to introduce officers and to disperse league information.

b. Spring meeting to elect officers and vote on rule changes. This meeting may be held in conjunction with the end of season banquet.

c. The GM meetings shall be advertised via email FWHA website announcement and FWHA social media.

d. Absentee voting: In the event that an active member will be absent from either the Spring General Membership meeting or the End of Season banquet (whichever the voting will be held at) that individual may vote via email to the President or Secretary. The email will become that member's official ballot and shall submit their vote 24 hours prior to the actual date of the election.

7.3 A Quorum shall exist with a minimum of 3⁄4 of the Executive Board and all active association members in attendance.

7.4 Meetings will be advertised via email and on the FWHA website and are open to all members.

7.5 Each Team Representative shall have one vote at board meetings. Each member is entitled to have one vote at any general membership meeting. Only active FWHA members may vote.

7.6 All General, Board, Banquet and committee meeting minutes shall be provided to all FWHA officers and board members via the FWHA website and on file with the FWHA Secretary per (Article 5.4 (a) Duties of Secretary).

Article 8 - Liabilities and Indemnification

8.1 Liability and Indemnification is covered by FWHA By-Laws Article 3.1

Article 9 - Regulations for FWHA Play

9.1 The season is defined as beginning in September or October through March or April. Half-season registration will be in December. Players will be added at that time and may NOT be allowed to play until January.

9.2 All games shall be played according to the rules of the USA Hockey Annual Guide. Any rules or regulations from ASHA (Alaska State Hockey Association) or FWHA, which are more restrictive, shall also apply.

9.3 Scheduling of games shall be done in conjunction with the ice times available at area ice rinks. The final league schedule is subject to approval by the FWHA Board. Rescheduling of games shall be done based on ice times available.

9.4 Position in the end of season tournament is determined by league standings after all league games played. Ties will be broken based on best goal ratio (goals for divided by goals against). If still tied, the team with the least number of penalty minutes received the upper seed.

9.5 Protests and rule interpretations will be accepted only if they conform with the Protest Rules of the ASHA Affiliate Handbook, and the USA Hockey Annual Guide (Section By-Laws 10.7 suspensions & Resolutions of Disputes) or any rule carried by FWHA if more restrictive.

9.6 Each team will be responsible for selecting a coach/manager if they desire.

9.7 Jerseys: See (Article 5.6 (a, b) Duties of Team Representatives) Jerseys will be used until the set is considered unusable. The FWHA Board may then sell or otherwise dispose of them.

9.8 Each team has a goalie on their roster and if the "regular" goalie cannot play, a substitute goalie may be used from another team. If a goalie must be ABSENT for a lengthy period, a rotation of the existing goalies must be done as available.

9.9 Equipment must meet USA Hockey requirements. FWHA requires a full-face shield, and approved hockey helmet and hockey skates. FWHA also highly recommends that all players wear a USA Hockey approved mouth guard.

9.10 NO FIGHTING, CHECKING or SLAPSHOTS higher than the knee allowed. Swearing or verbal abuse of officials or opposing teams will not be condoned.

9.11 There will be a warm-up of not more than three (3) minutes at the start of every league game.

9.12 No one under the age of 18 will be eligible to play in the FWHA.

9.13 Skater Substitution Rules:

a. To avoid a forfeit, a team may add skaters to their roster for a specific game. Substitute skaters must be named to the scorekeeper by a Team Representative before the game starts.

b. The team which is short may add substitutes to give themselves at maximum the number of players on their roster. Any substitute skater must have the same or lower player rating (S-E) as the player they are substituting for. If skaters from the team show up later, the added skater must stop playing (a note must be added to the scoresheet by the Team Representative to show that this happened).

c. If any substitutions do not follow the rules outlined above, they MUST be approved by the Opposing Team Representative.

d. If the Opposing Team Representative will not agree to allow the addition of a specific player or players with a higher player rating and there are less than 5 skaters and a goalie, the game falls under the forfeit policy.

f. All added skaters must be eligible FWHA members (rostered on a team or on the Sub List), not under suspension, and can come from any tier of play and can even voluntarily come from the opposing team.

g. All statistics for games played in such cases will count towards league play.

h. For any two missing A players, one (1) Sniper (S) player may be substituted.

i. Skater substitution rules will also apply to end-of-season tournament play.

9.14 Any rules and procedures not specifically covered by this document will be covered by rules and procedures of USA Hockey, ASHA and the FWHA Board.

9.15 If a player receives a third (3) penalty during one (1) game, she will be asked to leave the game.

9.16 A player shall not score more than two (2) goals in a game. If a third (3) goal is scored, the goal does not count, and the face-off is moved to the opposite end of the ice.

a.The goal cap is in both regulation and tournament play.

b. In tournament play, if a player scores two goals during game play, they may still shoot in a shoot-out to break a tie, if one is required.

Article 10 - Eligibility, Registration, Transfer, Behavior, and Disqualification of Players

10.1 Players in FWHA shall register on an official player's contract form online during FWHA season registration. All fees must be paid, and the contract signed by the player. The movement of players will only be considered and finalized within the first 3 weeks of the season.

10.2 Goalies can participate free of league fees when playing in net. USA Hockey fees are still applicable.

10.3 A team in FWHA shall, depending on registration, consist of a maximum of fifteen (15) players, a minimum of ten (10) and one (1) goalie in good standing with FWHA. A player is in good standing if she is duly registered with all fees paid in full and a signed contract and liability waiver on file with the league Treasurer.

10.4 There shall be no refunds of player fees after registration deadlines (Fall and mid-season). Refunds may only be granted because of pregnancy, season ending illness/injury with doctors note or if FWHA can replace leaving player with member on wait list. Player fee refunds will be prorated by the number of games the player scheduled at a rate depending on the current season's per game cost. USA Hockey fee

cannot be refunded. No refunds shall be given if a player is suspended from playing in the FWHA.

10.5 Teams will be drafted from within the general membership. Players will be rated on a basis of skating ability, experience, coach ability and ability to improve. Any non-rated players will be rated based on their registration form. If there are an insufficient number of players in any category to be evenly divided, players shall be drawn from the next category at the discretion of the officer's present. Each team will have a goalie and equal number of skaters, based on how many are signed up. The board may move players to another team if necessary for the overall fairness of the teams in question.

10.6 Players whose checks are returned for insufficient funds become ineligible for league and tournament play until cash payment including any applicable charges is received by FWHA. At the time the money is received, reinstatement is immediate.

10.7 USA Hockey, ASHA rules regarding acts of misconduct or unsportsmanlike play shall apply. As well as any rules adopted by FWHA and will be referred to the FWHA Protest/Disciplinary Panel Chaired by the Vice-President. Panel to consist of at least (two officers, one being the Vice President) and a Team Representative from each team.

10.8 Players assessed a game/match penalty, fighting, or engaging in unsportsmanlike conduct/activities shall be assessed the following suspension. First Offense: One (1) game suspension. Second Offense: A three (3) game suspension. Third Offense: Removal from the league for at least the remainder of the season. A discipline committee will be formed consisting of at least one team rep from each team. 75% of teams must be represented in attendance for an official meeting of the committee to convene and vote. The committee reserves the right to skip steps or extend the suspension dependent upon the severity of the conduct.

10.9 USA Hockey, ASHA, and FWHA rules regarding disqualification shall apply.

10.10 Players that owe FWHA any funds or equipment will not be allowed to participate in any FWHA activities until debt is paid or equipment is returned, to include jerseys.

10.11 By registering with any FWHA sponsored activities you are entering into a contract in which you agree to participate and pay applicable fees. Any change in participation status needs to be submitted to an Executive Board member in writing.

10.12 In accordance with the USA Hockey Annual Guide: Policy D. Alcohol and Drug Abuse: Any participant that is visibly intoxicated may not be on the ice or on the player benches. The offending participant may be suspended if discovered on the ice or in player benches. A team that knowingly allows a visibly intoxicated individual to participate can incur forfeiting or further sanctions.

10.13 Members of the Executive Board may have their waived the season following a completed term of office.

Article 11 - Fiscal Year

11.1 All financial matters are to be handled by FWHA in accordance with FWHA by-laws and rules of procedure.

11.2 The fiscal year shall be from June 1st to May 31st to coincide with the term of office got for elected board members.

Article 12 - Tournaments

12.1 All sanctioned tournaments will be conducted under the rules, regulations, and codes of FWHA, USA Hockey and ASHA. Any special rules will be provided by FWHA to each team representative prior to the first tournament game.

12.2 There will be a warm-up of not more than three (3) minutes at the start of every tournament game.

12.3 During tournament play there will be three (3) fifteen (15) minute periods with the last five (5) minutes of the third period using a stop clock. If the game is tied a five-man shoot out occurs. If still tied, go to sudden death shoot out. The first unanswered goal wins.

12.4 Teams are allowed only one (1) one-minute stop clock timeouts during each tournament game.

12.5 During tournament play if a team's goalie is unable to play due to illness or injury and can produce a physician's note, job or military obligations, or a family emergency, a substitute goalie will be chosen by random drawing of available AND willing goalies. If the goalie cannot play for any other reason, an active rostered member of that SAME TEAM MUST play in net, or the team must play with 6 forwards. (All attempts to supply sub-same team goalie with gear will be made).

Article 13 - Amendments

13.1 In order to change this document, the changes must be voted on and passed by a simple majority of the membership present at a General Membership meeting. The General

Membership shall be notified via email and FWHA website announcement no less than twelve (12) days in advance of the vote.

Article 14 - Dissolution of Organization

In the event of dissolution of this organization, no benefits shall be incurred to the officers, directors, or members hereof. After paying off all debts and obligations of the organization, any remaining assets shall be donated to a 501(c)(3) organization as designated by a majority vote of the membership present at a final meeting called for the specific purpose of dissolution.

Definitions and Abbreviations

FWHA: Fairbanks Women's Hockey Association
USA Hockey: USA Hockey
ASHA: Alaska State Hockey Association

Adopted: August 6, 2026