

AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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AHAI POLICIES/GUIDELINES

AHAI has established various policies and guidelines for all its members. These policies/guidelines should be adhered to by everyone involved in the sport of ice hockey to ensure all its participants (*players, coaches, referees, administrators, and parents/fans*) are treated fairly and respectfully by everyone involved in the sport. Additional Policies are also located throughout the AHAI Rules as they pertain to specific Articles. Please refer to the AHAI Rules if a specific policy is being sought that is not located below

EQUAL OPPORTUNITY POLICY

USA Hockey shall provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, sex, national origin or socioeconomic status, and with fair notice and opportunity for a hearing to any amateur athlete, coach, manager, administrator, or official before declaring such individual ineligible to participate in USA Hockey programs or competition.

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee, volunteer, or board member of the Amateur Hockey Association Illinois, Inc. (*AHAI*) who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate AHAI officials are charged with these responsibilities.

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

If an AHAI employee or AHAI volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the AHAI employee or AHAI volunteer is to contact the Treasurer of the AHAI Board or the President of the AHAI Board who is responsible for investigation and coordinating corrective action. The AHAI employee or AHAI



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volunteers must exercise sound judgment to avoid baseline allegations. An AHAI employee or AHAI volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination

Whistleblower protections are to cover two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal rights of defense. AHAI will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the AHAI Board Treasurer or the AHAI Board

President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. AHAI employees or AHAI volunteers with any questions regarding this policy should contact the President of the AHAI Board.

CONSUMPTION/USE/ABUSE OF MOOD-ALTERING SUBSTANCES

For the purposes of this policy, the words “mood-altering substances” shall include the following:

1. Intoxicating beverages, including, but not limited to, alcohol.
2. Non-prescription controlled substances.
3. Prescription or prescribed controlled substances when used to an excess in violation of doctors’ orders, or to produce the state of intoxication in the participant.

It is the judgement of the Board of Directors of AHAI that consumption/use/abuse of mood-altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice

hockey. Therefore, with the best interests of its participants in mind, AHAI prohibits use by any participant of mood-altering substances during active participation in its



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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programs, and, upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time.

Further, AHAI hereby recommends that each and all of its teams, associations, programs, and affiliates adopt reasonable regulations concerning the prohibition of consumption/use/abuse of mood-altering substances, and a reasonable enforcement procedure thereafter, in order to maintain the health of our athlete participants, the integrity of our programs, and the eligibility of all of our competitors for national, international, and collegiate competition. Further, a participant shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest. USA Hockey and AHAI, through their Safety and Protective Equipment Committees, will develop a program of drug abuse awareness for players of all ages through 20 years, their parents and/or guardians and coaches of those players.

RECORDS RETENTION POLICY

The Amateur Hockey Association Illinois, Inc. (AHAI) will retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention: The following holding periods will be utilized for the maintenance of the documents listed below.

Accounting Records

- Accounts Payable 7 years
- Accounts Receivable 7 years
- Audit Reports Permanent
- Chart of Accounts Permanent
- Depreciation Schedules Permanent
- Expense Reports 7 years
- Financial Statements (annual) Permanent
- Fixed asset purchases Permanent
- General Ledger and General Journals Permanent
- Loan payment schedules 7 years



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- Purchase orders & correspondence 7 years
- Purchase requisitions 7 years
- 2 years Tax Returns and Working Papers Permanent
- Trial Balances (*annual*) Permanent Bank Records
- Bank Reconciliations 3 years
- Bank Statements 7 years
- Canceled checks 7 years
- Checks for capital purchase Permanent
- Important contracts Permanent
- Electronic payment records 7 years
- Petty Cash vouchers 3 years Corporate Records
- Board Minutes Permanent
- Bylaws, charter, articles of incorporation Permanent
- Business Licenses Permanent
- Contracts – major Permanent
- Legal & tax correspondence Permanent
- Contracts – minor Life + 4 years
- Insurance policies, accident, claims Permanent Employee Records
- Benefit Plans Permanent
- Employee files (terminated) 10 years
- Employee applications 1 year
- Employment taxes 7 years
- Payroll records 7 years
- Leasehold Improvements Permanent
- Lease Payment records Life + 4 years



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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FINANCIAL OBLIGATION GUIDELINES

No Player shall be permitted to change his/her team or association affiliation until he/she has satisfied any outstanding financial obligations to his/her "old" team or association including all Youth, High Schools, Juniors, Adults and Girls." AHAI is not and will not act as a collection agency for outstanding financial obligations.

Collection of outstanding financial obligations for the Affiliate Members lies with the Affiliate Member. However, AHAI will enforce its By-Laws and impose a suspension for failure to satisfy any financial obligations under the following circumstances:

1. There must be written correspondence to the obligor. It is recommended that the Affiliate send a minimum of 3 letters by Certified Mail Return Receipt as follows:
 - a. First letter stating that there is a balance due and requesting payment.
 - b. Second letter stating the balance is due with a request for payment and stating that if the amount is not paid within a certain time period (*approximately 10*) days then it will be forwarded to AHAI R&E.
 - c. Third letter stating the balance due and that the matter is being sent to AHAI Rules & Ethics.
2. Collection must be for the current season.
3. The club must have taken steps to collect the fees during the season such as taking the Obligor off the ice. (*The Affiliate must follow the USA Hockey Hearing and Notice Requirements*). In other words, AHAI will not be involved if the club allowed the Obligor to play the entire season and only attempted to collect fees after the season was completed.

After the Club has taken all the above steps, submit copies of these items to the AHAI Rules & Ethics Chairperson for further action. If the steps above are followed, AHAI will send a letter to the Obligor. If the steps above are followed and the Obligor fails to respond, AHAI will suspend the entire family pursuant to its By-Laws. If the Obligor responds, he/she has the right to request a hearing and be afforded an



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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- (a) The incident occurs outside of the “normal play” of the game; and,
- (b) The President of a Registered Hockey League, Organization or Club makes a written request (*within 14 days after the date of the incident*) to the Chairperson of the ASRC for further investigation of the incident based upon circumstances warranting further review. The written request must include a factual recitation of the specific events and reasons supporting further review along with a copy of the Official Game Scoresheet and names, addresses and telephone numbers of all witnesses.
- (c) Notwithstanding the time limitations set forth in (c) above, the ASRC shall have the abi.

AHAI COACHING CODE OF ETHICS POLICY INTRODUCTION

This USA Coaching Ethics Code (“Code”) intends to provide standards of ethical conduct for coaches involved with USA Hockey and its member organizations. It provides General Principles and Ethical Standards which cover many situations encountered by coaches, with its principal goals the welfare and protection of participants with whom coaches work.

Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

GENERAL PRINCIPLES

- Competence- Coaches will maintain a standard of excellence with regard to education and information related to coaching and make an on-going effort to maintain competence in the skills they use.
- Integrity- Coaches will exercise integrity in the practice of coaching and be honest, fair, and respectful of others.
- Professional Responsibility- Coaches will uphold professional standards, clarify professional roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.
- Respect for Participants- Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability,



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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- language, and socio- economic status.
- Concern for Participants- Coaches will be sensitive to the different roles and responsibilities of all participants and not exploit or mislead them.
- Responsible Coaching- Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and USA Hockey.

ETHICAL STANDARDS

- Applicability of the Ethics Code- Although many aspects of personal behavior and private activities may seem far removed from the official duties of coaching, Coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code.
- Discrimination- Coaches will not engage in or condone discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis prescribed by law.
- Sexual Harassment- Coaches will not engage in sexual harassment which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct. Coaches will not deny any participants the right to participate in any activity based upon their having made or they're being the subject of a sexual harassment claim.
- Hazing / Bullying- Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.
- Personal Problems and Conflicts- Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.
- Avoiding Harm- Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic / social media.
- Misuse of Influence- Coaches will guard against the misuse of influence and understand any action or judgment may have an effect on participants.
- Outside Relationships- Coaches will refrain from entering into a personal,



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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- professional, financial, or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions, or directly or indirectly exploit or harm participants. Coaches will refrain from taking on obligations if a preexisting relationship may create a conflict of interest.
- Exploitation- Coaches will not exploit or have a sexual or intimate relationship with participants.
- Statements- Coaches will not make a statement which is deceptive, false, fraudulent, or misleading.
- Communication with Participants- To avoid any misunderstanding with participants, Coaches will discuss the nature and course of training with them and answer any questions they may have.
- Relationship Involving Coaches, Participants and Parents- Coaches will clarify the role of each party and any service provided relative to a relationship with participants and parents.
- Alcohol, Drugs and Tobacco- Coaches will refrain from using and discourage the availability or use of alcohol, tobacco or performance enhancing or recreational drugs in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session and prohibit the use of alcohol, tobacco or performance enhancing or recreational drugs by participants.
- Gambling- Coaches will refrain from and prohibit gambling of any kind in conjunction with, including travelling to or from, any USA Hockey competition, training, or practice session.
- Pornography- Coaches will refrain from and prohibit the use of pornographic or sexually explicit material in conjunction with any USA Hockey competition, including travel to or from any USA Hockey competition, training, or practice session.
- Recruiting- Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or his / her staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.



Sanctioned Affiliate of USA Hockey

AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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- Evaluating Participants- Coaches will evaluate participants on actual ability, attitude, and performance and in a manner consistent with the Code.

RESOLVING ISSUES

- Familiarity with Code- Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or ethical standards included in the Code will not excuse violations of the Code.
- Confronting Issues- Coaches will consult with other coaches when they are uncertain if a particular situation or course of action violates the Code.
- Organizational Conflicts- Coaches will clarify the nature of any conflict between the demands of an organization and the Code, make known their commitment to the Code and seek to resolve the conflict in a way which adheres to the Code.
- Reporting Violations- Coaches will inform participants of any perceived violation of the Code and their right to report any violation to the president or other appropriate designee of their association and complete an Ethical Violation Form provided by the association. Any violation of the Code shall be addressed via the process explained in USA Hockey By-law 10 and referred to the appropriate law enforcement agency as required.
- Cooperation with Investigations, Proceedings and Resolutions- Coaches will cooperate with any investigation, proceeding or resolution related to a perceived violation of the Code as mandated by USA Hockey or any of its member organizations. Failure to cooperate in itself is a violation of the Code.

ACKNOWLEDGMENT

Coaches acknowledge the USA Hockey Coaching Ethics Code is administered under the authority of USA Hockey and its member organizations. Any violation of the Code subjects the violating coach(es) to the disciplinary processes of USA Hockey and its member organizations.



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AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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COACHING CODE OF ETHICS AGREEMENT

INSTRUCTIONS:

All head coaches, assistant coaches, and coaching instructors must complete this agreement every year. Once signed, please keep a copy, and submit the original to the youth hockey association where you are participating as a coach and/or instructor.

AGREEMENT

I, the undersigned coach, have read and agree to abide by the USA Hockey Coaches Ethics Code.

I understand that violations of the Coaches Ethics Code may result in full or partial forfeiture of my coaching privileges in programs sanctioned by USA Hockey and/or its Affiliate, the Amateur Hockey Association of Illinois, I further understand that lack of awareness or a misunderstanding of an ethical standard on my part is not a defense to a charge of unethical conduct. Hockey Association’s Name: Coach’s Name: Coach’s Email Address: Coach’s Signature: Date: President’s Name: President’s Email Address: President’s Signature: Date:

AHAI CONFLICT OF INTEREST POLICY

Conflicts of interest have the potential to cause legal problems as well as embarrassment for AHAI/USA Hockey, Inc. While transactions involving conflicts of interest are not prohibited, they must be duly considered by the Board of Directors of AHAI/USA Hockey, Inc., based on disclosures as may be required by the Board.

This conflict-of-interest policy is intended to help directors, officers, and certain other persons identify situations that present possible conflicts of interest and to provide AHAI/USA Hockey, Inc., with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. Part II of the policy is intended to take advantage of certain statutory procedures which protect certain conflicted transactions from subsequent legal challenges.



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Part I – Definitions

A. Conflict of Interest

- A “Conflict of Interest” exists when a Responsible Person is called upon by the President to act on a transaction to which AHAI/USA Hockey, Inc., would be a party, where the Responsible Person’s actions or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of AHAI/USA Hockey, Inc. Although it is impossible to list every circumstance giving rise to a Conflict of Interest, the following will serve as a guide to the types of transactions and relationships that create Conflicts of Interest. “Class A” Conflicts of Interest relate to transactions in which a Responsible Person has a direct conflict of interest. “Class B” Conflicts of Interest involve relationships or transactions that create indirect conflicts of interest.

B. Class A

- A transaction between AHAI/USA Hockey, Inc. and a Responsible Person or Family Member.
- A transaction between AHAI/USA Hockey, Inc., and an entity (*other than a Related Organization*) or individual in or of which a Responsible Person or Family Member has a material financial interest or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

C. Class B

- A Responsible Person’s actions or involvement competing with AHAI/USA Hockey, Inc., or a Related Organization in the rendering of services or in any other transaction with a third party.
- A Responsible Person having a material financial interest in an entity or individual that competes with AHAI/USA Hockey, Inc., or a Related Organization in the provision of services or in any other transaction with a third party.
- A Responsible Person accepting gifts, excessive entertainment, or other favors from any individual or entity that does, or is seeking to do, business with AHAI/USA Hockey, Inc., or a Related Organization, under circumstances where it might be inferred that such action was intended to



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influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization.

A list of examples of the foregoing types of transactions is set forth in Part V.

D. Control

"Control" exists if one organization or individual:

1. Owns, directly or indirectly, at least 50 percent of the stock ownership or membership interests of another organization.
2. Has the right, directly or indirectly, to direct or cause the direction of the management and policies of another organization, whether through the ownership of voting interests, by contract, or otherwise.

E. Family Member

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

F. Related Organization

A "Related Organization" is an entity that controls, is controlled by, or is under common control with USA Hockey, Inc.

G. Responsible Person

A "Responsible Person" is any person who holds one or more of the following positions with respect to AHAI/USA Hockey, Inc., or a Related Organization:

1. Director
2. Officer
3. Member of a Committee
4. Member of the Executive Staff
5. Any other person who is determined by the Board of Directors to be subject to this policy.



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Part II – Standards and Procedures

A. Report To President

Each Responsible Person who has or anticipates having a Conflict of Interest shall report the Conflict of Interest to the President of the corporation, or to an individual or committee designated by the President, immediately upon identifying the Conflict of Interest. A Conflict of Interest identified by a Responsible Person in the course of a meeting of the Board of Directors or of a committee shall be reported immediately to the Board of Directors or committee, as the case may be.

B. Class A Conflicts

Class A Conflicts of Interest by a member of the Board of Directors of AHAI/ USA Hockey, Inc., shall be reported by the Responsible Person, the President, or the President’s designee, to the Board of Directors or to the committee that is considering or has considered the transaction to which the Conflict of Interest relates. The Board or committee shall consider the Conflict of Interest in accordance with the following procedures:

1. If the director who has the Class A Conflict of Interest is present at the meeting at which the transaction involving the Conflict of Interest is to be considered, such director shall disclose to the Board or committee all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
2. If the director who has the Class A Conflict of Interest is not present or has not made the disclosure required by the preceding paragraph, the President or a representative designated by the President shall disclose to the Board or the committee all known facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
3. A director who has a Conflict of Interest shall not be counted in determining the presence or absence of a quorum for purposes of the vote. The Director having a Conflict of Interest shall not vote on the transaction. Such director’s ineligibility to vote shall be reflected in the minutes of the meeting.



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4. The transaction or relationship shall be approved only if it receives an affirmative vote, in good faith, of a majority of all of the members of the Board of committee, as the case may be. The approval may be given before, after, or concurrently with the transaction that involves a Conflict of Interest.
5. In the event that the number of persons having Conflicts of Interest with respect to a particular transaction is so large that it is impossible to obtain a quorum, or the number of votes necessary for approval as described in paragraph 4, then the transaction shall be approved only upon the unanimous vote of the disinterested directors, provided that there are at least two disinterested directors. The minutes of the meeting shall reflect an analysis of the fairness and reasonableness of the transaction as to this corporation.
6. The procedure described in this section is intended to comply with the requirements of any statutory provision which provides for authorization, approval, and ratification of certain transactions involving Conflicts of Interest. In the event of any inconsistency between the provisions of this section and those statutory provisions, the statutory provisions shall govern.

C. Other Councils

The President shall take such action as he or she deems appropriate with respect to reported Class A Conflicts of Interest involving persons other than directors and all reported Class B Conflicts of Interest. Such action may include, but is not limited to, (1) simply noting the Conflict of Interest in the corporate files, (2) reporting the matter to the Board of Directors for its information only, or (3) referring the matter to the Board of Directors or one of its committees for review.

Part III – Confidentiality

A. Nondisclosure Policy

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information, the disclosure of which might be adverse to the interests of AHAI/USA Hockey, Inc. No Responsible Person shall use confidential information for his or her personal gain.



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B. Types of Confidential Information

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

1. Information regarding the appointment or termination of employees.
2. Employee evaluations and compensation.
3. Information about contractual relationships with third parties. The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

C. Failure to Comply

Any director, officer, or member of a committee of AHAI/USA Hockey, Inc., who fails to comply with the provisions of this Part III shall be subject to such sanction as the Board of Directors determines is appropriate. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanction as the Board of Directors determines is appropriate.

Part IV – Administration of Policy

A. New Directors

Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

B. Annual Review

This policy shall be reviewed annually by the Board of Directors, or a committee designated by the board. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Part V – Examples of Conflicts of Interest

A. Class A

1. A transaction between AHAI/USA Hockey, Inc., and a Responsible Person or Family Member.

Example: The Board of Directors approves an agreement for the provision of consulting services by a member of the Board of Directors of AHAI/USA Hockey, Inc.



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2. A transaction between AHAI/USA Hockey, Inc., and an entity (other than a Related Organization) or individual, in or of which a Responsible Person or Family Member has a material financial interest, or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, custodian, conservator or other legal representative.

Example: The Finance, Investment & Audit Committee approves an investment management agreement with a company of which a AHAI/USA Hockey, Inc., Director is the Vice President.

B. Class B

1. A Responsible Person competing with AHAI/USA Hockey, Inc., or a Related Organization in the rendering of services or in any other transaction with a third party.

Example: An officer of AHAI/USA Hockey, Inc., agrees with another National Governing Body to promote the National Governing Body in talks with potential sponsors or licensees.

2. A Responsible Person having a material financial interest in an entity or individual that competes with AHAI/USA Hockey, Inc., or a Related Organization in the provision of services or in any other transaction with a third party.

Example: The spouse of an officer of AHAI/USA Hockey, Inc., is an investor in a licensing agency company that attempts to obtain sponsors or licenses for clients other than AHAI/USA Hockey, Inc.

3. A Responsible Person accepting gifts, excessive entertainment, or other favors from an individual or entity that does, or is seeking to do, business with USA Hockey, Inc., or a Related Organization, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization.



Sanctioned Affiliate of USA Hockey

AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

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Example: The chair of the Finance, Investment, & Audit Committee is offered free use of a lake home belonging to the President of an organization that has a finance proposal under review by AHAI/USA Hockey, Inc.

AHAI Social Media Policy

The American Hockey Association of Illinois (AHAI) is committed to developing individuals with "leadership, commitment and outstanding character" on and off the ice. To that end, we will require strict adherence to the following social media and electronics communications policy by all AHAI Board of Directors, employees and independent contractors in addition to Member Organizations, coaches, and their families as a condition of their participation in AHAI (Members).

Members participating in any form of electronic communication that is deemed by its Rules and Ethics Committee to be derogatory, hateful, vengeful, or otherwise disrespectful to the Club, any member of the Club, any coach of the Club, or any other person(s) associated with any other hockey club or organization will not be tolerated. This includes, but is not limited to, communications deemed harmful to the goodwill or reputation of any Members. This further includes, but is not limited to, sending text or email correspondences about any member with any hockey club or organization that is intended to abuse, humiliate, or harass.

Any communications that are deemed to violate this policy will be reviewed by the Members Organization's Rules and Ethics Committee for possible sanctions up to and including expulsion from the organization and further reporting to AHAI.



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