



MUSTANG HOCKEY ASSOCIATION
MEMBERSHIP HANDBOOK
2026-2028

FOSTERING THE LOVE OF HOCKEY TO THE CHUGIAK/EAGLE RIVER AREA SINCE 1983

Board Members

President 2025-2028

John DeCarro
president@mustanghockey.com

Vice President 2024-2027

Mark Passard
vicepresident@mustanghockey.com

Secretary 2026-2029

Jake Fellman
secretary@mustanghockey.com

Treasurer 2024-2027

Abby DeBonis
treasurer@mustanghockey.com

Public Relations 2026-2029

TBD
publicrelations@mustanghockey.com

Competition Program Director 2026-2029

Powell Gallagher
compdirector@mustanghockey.com

House Program Director 2026-2028

Korey Day
housedirector@mustanghockey.com

Girls Coordinator 2026-2028

TBD
girlscoordinator@mustanghockey.com

6U/8U Program Coordinator 2024-2027

Dylan Troisi
mitdevelopment@mustanghockey.com

STAFF—Office Manager/Registrar

Shannon Zink
officemanager@mustanghockey.com

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Introduction

The Mustang Hockey Association (MHA) is a youth hockey organization operating in the Chugiak/Eagle River area. We are a volunteer, non-profit, non-political, non-sectarian service organization.

Our mission is to provide a stable amateur hockey program allowing all individuals optimum participation at their own level. We offer a house or recreational program and a competitive program which serves children as young as four and as old as eighteen.

Our House league places emphasis on participation. The goal of this league is to teach basic skills and develop each player to his/her maximum potential. We feel a house league program will best benefit young players if it provides recreation, individual development, and healthy competition at the proper level of intensity. MHA strongly advocates fair and equitable distribution of ice time for each player.

The mission of our girls' program is to provide girls in the Eagle River/ Chugiak area with an opportunity to play organized hockey on an all-girls team. Our goals are to: 1) Promote the game of hockey with emphasis on fun, skill development and lifelong friendships. 2) Provide a positive and thorough learning environment for girls to acquire individual and team skills. 3) Promote respect, trust, courtesy, and good sportsmanship among all of our participants including players, coaches, volunteers, parents and fans. 4) Provide a nurturing environment to female hockey players to be the best person they can be and have confidence in all they pursue in the future. 5) Achieve overall continued growth and development of girl's hockey.

The Competition Team Program consists of teams in the 10U through 19U divisions. Competition teams are comprised of players and coaches who have advanced skills, and who wish to contribute the time, energy and money necessary to participate in competition play. Each competition team is supported by the MHA to the same extent as house teams. Additional funding necessary to operate the competition teams comes from parents and sponsors of competition team players. As the Alaska Blue Devils, the competition teams represent the Association in state, regional and national tournament play.

The MHA follows the rules, goals and objectives of the Amateur Hockey Association of the United States (USA Hockey). MHA is a member of the Alaska State Hockey Association (ASHA) which falls under the Pacific Division of USA Hockey.

This Handbook is designed to help you understand the MHA. It is published as required by the MHA By-Laws and defines policy per Article XIII, Section 2. If you have questions which are not answered in this handbook, please call your team manager or the appropriate Board member.

History of MHA

The MHA formed in December of 1983 in anticipation of the Fire Lake Recreational Center's opening the next season. There was growing interest in providing an association that would represent the Chugiak/Eagle River area. The name "Mustang" was chosen to affiliate the association with the Chugiak high school mascot. The first formal team play began with the entry of three teams in the 1983-84 Alaska State Hockey Tournaments. During the summer of 1984, preparations began in earnest for the first complete season. During the first full season of 1984-85, registration totaled 235 players, far more than the anticipated 150 to 175 players.

The association has shown steady growth over the years. The efforts of numerous volunteers have made all of this growth possible. The continued success of the outstanding youth hockey program MHA provides depends directly on the involvement of parents and members of the surrounding community. Please do your part and volunteer and add to the history of Mustang Hockey.

Mission Statement

MHA is a non-profit educational organization created to foster and advance the game of hockey for all players by planning programs, creating policies and then implementing them for the betterment of all. Our vision is to provide hockey players an environment that teaches hockey skills, builds character, encourages and values team play, and promotes good sportsmanship. Our strategy is to put player development first both on and off the ice, ensure fair and open competition, and provide first class coaching and mentoring. We are committed to providing the players, coaches, managers, spectators and parents with the best hockey experience through a forward looking, creative approach.

General Guidelines

MHA Administrative Body

Mustang Hockey Association consists of a 9-member Board of Directors. The Board is designated as a "working" Board and all Members are expected to be leaders in the MHA youth hockey program. For complete information, please refer to the MHA By-Laws included in this handbook.

Any General Member may attend Board meetings. Any General Member or non-member wishing to present business to the Board must bring their concern to a board meeting to be placed on the agenda under 'Guest Concerns'. There is no guarantee that unannounced topics will either get heard or resolved. Contacting the MHA Secretary directly and submitting in writing items for the agenda at least three days prior to meetings, increases the likelihood topics will be formally added to the agenda and be heard. Non-members are especially encouraged to submit topics 72 hours in advance. Board meetings are held the third Wednesday of the month. Attempts to resolve problems through the lowest level should be made before addressing the Board.

After the Board presents and addresses an issue at any Board meeting, comments or questions shall be received from any interested parties prior to a vote being taken on that issue.

MHA Board Support Staff

Goalie Coordinator

Position is a one-year Board approved volunteer position for the purpose of serving as a liaison between goaltender parents, the Board, and Tri Valley Goaltending, Alaska Goaltending, or other contracted goalie development companies. Responsibilities include, but not limited to are: coordinating supplemental development time on and off the ice with MHA Office Manager; obtain and disseminate information regarding clinics, tryouts, and other opportunities; gear swapping/sharing; work with program directors to facilitate coaches attendance at goaltender specific trainings, work with coaches to arrange shooters as required by the contracted goalie

development company, as well as maintaining and checking out all MHA goalie gear, including, but not limited to, 6U/8U Quick-Change goalie equipment and older kid gear. Position is for one year but may be reinstated through Board vote annually in June/July.

Player Development Coordinator

Be a paid staff position under paid contract providing player development services to the Association as directed by the Board.

Position is Board appointed, non-voting, chosen annually in April, elected by majority vote of the Board. The Player Development Coordinator will be paid \$6k annually, paid out monthly for 12 months, beginning 30 days after first development skate in June for 60 hours on-ice support and 10 hours with coaches for support.

Responsibilities include:

1. Coordinate MHA's supplemental programs (including age-specific Player Developments, Pop Up sessions, Dryland Room).
2. Coordinates specific dates and ice times with the MHA Ice Scheduler prior to February 1st for Summer Development Series and June 1st for Fall Development.
3. Secure ice, coaches, and plans for summer and fall 8U/10U/12U development skates.
4. Develops and provides list of in-state and out-of-state skill development opportunities for MHA Competitive and Recreational players.
5. Stay up to date on methods and best practices for player development.

Eligibility

MHA membership is open to any child who is of the appropriate age. MHA will follow ASHA guidelines for eligibility. Any player who is a member of another association will be dealt with on a case-by-case basis.

Dual Participation

Players registered with MHA may not play games, scrimmage, practice, or participate in any way for another team who has registered, or who has the intention of registering, a 1T roster. At the 8U level (which does not require a 1T roster), the same rule applies with respect to the spirit of this dual participation policy. Having one team finish prior to the start of another team helps to ensure a culture which is conducive to teaching youth the lessons and values associated with being part of a team. Two examples not withstanding would be participation in the USA Hockey sanctioned Selects Program, and for players wishing to dual participate in a girls' hockey program.

As special circumstances may arise, permission may be granted for "dual participation" so long as they have the permission of both head coaches, the participation falls within the guidelines set forth by USA Hockey and ASHA, and with consent of the Mustang Board. Request for dual participation shall be initiated by directing the request and justification to the appropriate Program Coordinator.

Registration

Registration will occur beginning in July for both Competition teams and House teams. Competition team player tryouts take place no earlier than the first of August, and House team player tryouts/evaluations take place in September for the upcoming season. Registration fees are due at the time of registration or in accordance with the fee payment schedule in place at that time. Players with unpaid balances (as of Dec 31st) will not be allowed to participate. Any game played with a player in payment delinquency will be considered a forfeit.

While MHA makes every effort to accommodate all registration requests, we cannot guarantee any player a position on a team. Registration is also contingent upon no outstanding debts with MHA or any other Alaska hockey association from previous seasons, and the return of all previously borrowed MHA equipment.

Payment is due at the time of registration. A 10% sibling discount is applied to each sibling after the first child. This discount applies across both House and Competition programs. Families must contact the Office Manager annually to request the sibling discount.

MHA registration closes on December 31st or earlier if team rosters are filled. Placement in divisions is determined by the player's birth year in accordance with ASHA and USA Hockey guidelines.

Refunds

All registration fees paid to MHA are generally non-refundable. Exceptions are as follows:

- Refunds for military deployment or injury will be processed on a **pro-rated basis**.
- If a player leaves the team for any other reason within the first 30 days of registration, the family will receive a refund of **50%** of the registration fee.
- After 30 days, no refunds will be issued for any reason.

Contact the MHA Office Manager/Registrar with questions regarding refunds or to request a pro-rated refund.

Returned Checks

A penalty of \$25.00 will be assessed on all "returned checks." Failure to reimburse MHA for the check amount and penalty fee will result in player becoming ineligible for registration in future seasons until paid.

Birth Certificate

A copy of a certified birth certificate must be on file with the Office Manager/Registrar prior to participating in any scheduled game. Submit with player registration.

Health Conditions

Any health or physical impairment which will affect performance in any way must be noted when registering. (Examples include but are not limited to: asthma, epilepsy, visual or auditory impairment, mental or psychological disorders, learning disabilities, allergies.) Parents are also responsible for notifying Team Manager of any health conditions that may affect players on or off ice.

Insurance/Injury

MHA, through USA Hockey, carries a secondary insurance policy that will assist with expenses when all other insurance policies have been exhausted. Only injuries sustained during an official MHA function will be considered. Injuries on or off the ice must be reported to your team manager and coach immediately. The coach or team manager will follow up by completing both MHA's and USA Hockey's Incident Report Form if the injury was sustained during an official MHA function. A statement from a physician, if seen, stating when your child may skate again will be required to be turned in to the coach. A statement from a physician is required in incidents involving a concussion. Any questions should be addressed to the team manager or registrar. Both Incident Forms are available from the MHA Office Manager and under 'Documents/Forms' on the MHA website.

Pictures

Team pictures are taken after teams are established and rosters set. The scheduling of team pictures is the responsibility of the Team Manager (see 'Team Manager' section for more information). Practice ice may be used for taking pictures. No additional ice is allocated for the purpose of having pictures done.

Parent Responsibilities

Parents should provide their child with encouragement and positive feedback. Praise is more constructive than criticism and encourages the child to try harder. Parents are responsible for their child's actions at any hockey function. All parents and/or guardians of a player must sign, or acknowledge having read, the Parent Code of Conduct while registering. Failure to sign Parent Code of Conduct could result in loss of ice time for the player.

Volunteers

MHA is operated by volunteers who donate many hours of time. Your active support is needed, and any help is appreciated. If you have an interest in helping, please contact your Team Manager, Public Relations, the Office Manager, or another Board member. Fees charged to be in good standing are reimbursable with a check request form and receipts submitted to the Office Manager.

On-Ice Helpers

All MHA on-ice helpers must be in good standing with USA Hockey and the MHA Board. The requirements dictated by USA Hockey include, but are not limited to:

- registering with USA Hockey annually, prior to player contact
- passing the approved background check, every 2 years, prior to player contact
- completion of SafeSport training, good for 12 months, prior to player contact

The Office Manager will send weekly email to all Team Managers and Coaches listing who is in good standing and allowed on ice. Those not on the approved list cannot participate in team functions. Coaches and Team Managers need to be the point of responsibility ensuring all Coaches and on-ice volunteers are in good standing.

Volunteers with Consistent Player Contact

All MHA volunteers with regular player contact must be in good standing with USA Hockey and the MHA Board. The requirements dictated by USA Hockey include, but are not limited to:

- registering with USA Hockey annually, prior to player contact
- passing the approved background check, every 2 years, prior to player contact
- completion of SafeSport training, good for 12 months, prior to player contact

One-time/infrequent Volunteers

Special event, one-time volunteers such as the Wolverines, UAA Seawolves, guest coaches, college or high school players should sign a volunteer waiver to be filed with the Office Manager. At minimum, Team Managers should retain a log of infrequent volunteers.

Questions and Problems

Your team manager or coach should be able to answer most of your questions. If not, please call your program coordinator or the appropriate Board member. Questions and problems regarding players should be addressed immediately and channeled as follows:

Team Manager
Team Coach
House, Girls, 6U/8U, or Competitive Program Director
MHA Board

Ice Allocation

MHA receives a master ice allocation each season from the Harry J. McDonald Memorial Center (MAC) that is based off the annual budget, number of teams, and ice that is available from the MAC. Every effort will be made to create a consistent schedule based off coach requests to benefit the association as a whole.

Ice is distributed to teams as follows:

- **Recreational (House) Program:** Recreation B teams receive 30 hours of ice included in their registration fee. Recreation A teams receive 30 hours of ice included in their registration fee, plus up to 10 additional hours at an extra cost paid by the team.
- **Competition Program:** Each Competition team receives 65 hours of ice, all ice used by competition teams is entirely funded by the individual teams.

Ice Allocation Process At the start of the season, coaches and team managers from all Recreational teams participate in an ice allocation draft. Teams review the calendar of available ice slots from MHA's master

allocation and select times until all B teams have received their 30-hour allocation and all A teams have received their base 30 hours plus up to 10 additional hours.

Dropping or Returning Ice Any team (Recreational or Competition) wishing to drop ice must follow this procedure:

- The team must email the Office Manager with the drop request.
- If the ice is more than 45 days in the future, the Office Manager will make the ice available to all other MHA teams. If no other team claims it, the ice will be returned to the MAC and will **not** be charged to MHA.
- If the ice to be dropped falls outside of the MAC's 45-day drop policy (i.e., less than 45 days in the future), the Office Manager will make the ice available to all other MHA teams. If the ice is not claimed by another team, the originating team remains responsible for paying for the ice, and it will count against their allocated hours.

Teams may trade ice times with each other; however, the Office Manager must be copied on all trade communications. Under no circumstances may ice from MHA's allocation be given to teams outside the association.

Rink-Canceled Ice In situations where ice scheduled to MHA is removed by the rink due to factors outside MHA's control (such as weather or schedule conflicts), affected teams may source replacement ice at other area rinks. Teams will be responsible for any costs above the MAC ice rate. All such changes must be coordinated through the Office Manager.

This policy ensures fair and transparent distribution of ice while encouraging responsible use of the association's allocation.

Outdoor Ice

MHA has adopted two outdoor rinks from the Anchorage School District (ASD) and is responsible for ice maintenance throughout the winter, including plowing and resurfacing as needed. The rinks are located at **Ravenwood Elementary School** and **Gruening Middle School**.

MHA maintains a block of hours on these rinks for exclusive use by MHA teams. There is **no cost** to individual teams for using outdoor ice, and outdoor ice hours are **not** counted toward a team's indoor ice allocation.

Scheduling Outdoor Ice Teams may schedule outdoor ice by emailing the Office Manager. The Office Manager maintains an up-to-date outdoor ice schedule on the association's scheduling platform (Crossbar), which is visible to all members via the MHA website.

Dropping Outdoor Ice Teams may drop scheduled outdoor ice at any time without penalty. Dropped ice will be made available to other MHA teams.

Community Etiquette on Outdoor Ice Outdoor rinks are open to the general public. When MHA teams are using a scheduled session and encounter other community members on the ice, the MHA team must share the rink by moving to half-ice and allowing the community members to use the other half. Under no circumstances shall community members be asked to leave the ice due to an MHA scheduled session. All MHA teams and participants are expected to demonstrate good sportsmanship and respect toward members of the community at all times while using outdoor facilities.

This outdoor ice program provides additional low-cost practice opportunities while reinforcing MHA's commitment to being a positive presence in the Chugiak/Eagle River community.

Equal Ice

MHA believes that each child needs game time to reinforce skills learned in practice. Coaches are encouraged to give all players equal playing time; however, program expectations may be different depending on level of play between the House and Competition programs. Players on House teams should have, as close as possible, equal playing time.

Scheduling

Due to availability of ice, it may be necessary that some games be scheduled on Sundays. Unfortunately, errors in scheduling do occur. If teams come for a game at the same time another team shows up for practice, the practice shall be canceled. If four teams show up for games, the home team coaches will flip a coin to determine which game is played unless one team has traveled from outside the Municipality of Anchorage, in which case, that game shall be played.

General Hockey Information

Equipment

It is the responsibility of the parent or guardian to ensure that their child is furnished with, and wears to all games and practices, the following gear. When purchasing new equipment, please be aware that blue, black and white are the preferred colors at MHA.

- *black helmet with face mask
- *mouth guard (for 12U Division and up)
- *shin pads and elbow pads
- *shoulder and chest pads
- *black hockey gloves
- *black hockey pants
- *athletic supporters with hard plastic cup (male)
- *pelvic protector (female)
- *hockey socks
- *garter belt for hockey socks or hockey jock (shorts) with Velcro
- *jersey (see Ordering Jersey Section)
- *hockey skates
- *hockey stick
- *neck guard (optional)

Goalkeeper gear (provided for 6U/8U divisions; some available for older goalies) is provided by MHA as needed based on availability. Goalie gear will be signed out by the Goalie Coordinator to team coaches at start of the season, or mid-season if needed, and should be returned at the end of the season. The team assumes financial responsibility for goalie gear and will be charged for gear not returned or returned in poor condition. Note: all equipment must be HECC certified and in good condition.

At the start of any game, the referee may conduct an equipment check. Any player not wearing the mandatory safety equipment (everything except the jersey, hockey stick, hockey socks, neck guard and garter belt) will not be allowed to play. If a player is checked and then discards an item, they shall be disqualified for the remainder of the game. Players late for a game are also responsible for proper gear. Items that break or need replacing during the game shall be repaired or replaced before the player continues.

Cold Weather Gear

For outside play during winter, it is necessary to wear extra cold weather protection against frostbite. A painter's hood or poly pro hood will protect the ears. Poly pro liners work well and are also suggested for hands and feet.

Care of Skates

Dry blades after each use and put skate guards on to protect the blades. Skates should be sharpened after approximately 3-4 hours on outside ice and 5-6 hours on inside ice. Older players usually need skates sharpened more frequently. Check with your coach.

Players

Players may only practice with their assigned team, unless specifically invited by a team coach to assist with that team. Players must be USAH registered, and their presence must be beneficial to the entire team, not for the individual's benefit. Any exception to this rule must be approved by the Board. Complaints regarding non-compliance of the player policy shall be directed to the appropriate program director, who will then discuss the issue with the coach. If the matter cannot be satisfactorily resolved with the appropriate program director and coach, it may then be referred to the Discipline Committee. Repeat offenders will also be brought to the Discipline Committee.

Goaltenders

Goaltenders may be allowed to practice on more than one team within the Association, not to conflict with their regularly assigned teams. This is to allow back-up goalies (required at the State Tournament) an opportunity to work with the team they will be with prior to the Tournament.

Score Sheets

The home team is listed first on the game schedule. The team managers must act as, or recruit, the minor officials who serve as scorekeeper, timekeeper, and penalty box for the game. Home teams will provide both a timekeeper and a scorekeeper. Before the game, coaches should sign the score sheet to verify their rosters. After the game, team managers shall check the score sheet for all hat tricks, playmakers, and shutouts. The score sheets should also be checked for legibility and completeness, match penalties, game misconducts, and progressive penalties. All present referees shall sign the score sheets to make the games official. White copies of competition league game score sheets shall be photographed and texted to the ASHA statistician and the appropriate division coordinator within 24 hours. Sheets should go to appropriate Team Managers who should retain a copy of the score sheet for their team records to be verified at credentialing. Pink for the winning team, yellow for the losing team.

Season

The season of the House teams starts in September and finishes in March, usually with a tournament. Competition teams start practices in August or early September. Tryouts for competition teams are held no earlier than the first Tuesday in August.

Development

Development skates will be available for 10 weeks in fall for 8U-12U, beginning shortly after House Evaluations. Current coaches, and invited guest coaches, run the station-based development. Though various skill levels are playing together, using the ADM model, coaches tailor their station's drill to provide appropriate training, best suited to the player. Station skills are centered on shooting, skating, passing, and stickhandling. This is not a team practice. All participants must register to attend the development; however, coaches who assist for a minimum of 8 of 10 development skates can request a refund for their dependents' fee from the Office Manager.

Goalie Development

MHA will contract with AK Goaltending, Tri-Valley Goaltending, or like program, for skill-specific training for both comp and house goalies. Comp goalies will receive 10 one-hour goalie-specific instruction from a goalie coach during regular practice. House goalies will have 8, ½ sheet development beginning mid/late October – February. Coaches and teams will be responsible for providing shooters, scheduled via MHA's Goalie Coordinator. Contracts for goalie coaching will be renewed on an annual basis, not to exceed \$10k in expenditures.

Dryland Room

MHA is pleased to offer an off-ice dryland training room at the Harry J McDonald Memorial Center. Dryland training is available for MHA teams only and is provided at no additional cost. Coaches are responsible for team workouts and must be trained annually prior to use. Coaches will be assigned a fob for access that must be returned prior to State. Scheduling of the Dryland room is done through the Office Manager. See Appendix C for more details.

Length of Games

League games are normally played with a stop clock. A short warm-up period of 3 minutes precludes the game. The normal length of each period is 12-15 minutes with three periods to a game. If more time is available, or time is running out, the third period will be adjusted accordingly by the referees. For league games, period three cannot be longer than periods one or two. Either a one hour or one hour and fifteen-minute block of time is allowed for games with 14U – 18U competition teams required to play one hour and fifteen-minute blocks.

Coaches

Though MHA House team coaches are primarily volunteers, head coaches have the option to receive a \$1,000 payout as a stipend for their services. All MHA comp coaches have the option to receive a \$10,000 stipend for their services. Loyalty pay is available for coaches that return to MHA, \$500/year for competition coaches and \$100/year for House/Rec coaches, for up to 5 years of consecutive service, to be covered by MHA. All MHA coaches must be in good standing with USA Hockey and the MHA Board. The requirements dictated by USA Hockey include, but are not limited to:

1. registering with USA Hockey annually, prior to player contact
2. passing the approved background check, every 2 years, prior to player contact
3. completion of SafeSport training, good for 12 months, prior to player contact
4. completion of on-line age-appropriate modules, by December 31
5. up-to-date certification credentials via USA Hockey Clinics (preferred 1 level per year for 4 years), by December 31
6. signing the USAH Coaches Code of Conduct annually, prior to player contact

The Office Manager will send weekly email to all Team Managers and coaches listing who is in good standing and allowed on ice. Those not on the approved list cannot participate in team functions. Coaches and Team Managers need to be the point of responsibility ensuring all coaches and on-ice volunteers are in good standing.

Active MHA coaches are eligible for reimbursement for cost of certification credentials. Level 1-3 are eligible for reimbursement upon completion. Level 4 certification credentials are due by December 31. Those earning credentials in spring or summer will not be eligible for reimbursement until the completion of registration, tryouts, and evaluations of the following season, if still actively coaching for MHA.

It is also the expectation that Mustang Coaches both act and dress appropriately, following USA Hockey's guidelines outlined in SafeSport. Appropriate behavior is also defined in the USA Hockey Player/Coach Conduct Form. Penalties are recommended by the Discipline Committee for violations incurred. See MHA Disciplinary Policy for Coaches for more details. Appropriate dress is defined as attire which is clean, neat, in good repair, and that does not represent anti-social, profane, vulgar, criminal or otherwise socially negative behavior or messaging. Further, it is expected that coaches wear Mustang Hockey Association or Blue Devil themed attire during games.

Membership will receive a survey regarding coaches and Association satisfaction 1-2 times a season. Results of the survey will be compiled by the Office Manager and shared with coaches, program directors, and the Board President.

Team Managers

The job of the Team Manager is to manage the team off the ice. All MHA Managers must be in good standing with USA Hockey. The requirements dictated by USA Hockey include, but are not limited to:

1. registering with USA Hockey annually, prior to player contact
2. passing the approved background check, every 2 years, prior to player contact
3. completion of SafeSport training, good for 12 months, prior to player contact

His or her specific tasks are:

- set up and maintain Crossbar page or other similar scheduling platform
- attend MHA's season start-up meeting

- attend initial scheduling meeting
- attend MHA's ice swap
- notify parents of schedule changes
- notify MAC of game days for locker room assignments
- field questions
- arrange for score, time keeping, and penalty box
- schedule team photos
- assist with jersey purchasing
- verify jersey numbers
- schedule refs
- create roster stickers
- track ice allocation and coordinate drops/add/changes with Office Manager
- conduct schedule changes when necessary
- register for tournaments
- verify coaches' requirements are met.
- schedule travel for out-of-town games and (if applicable) out of state tournaments
- permission to travel out of state with ASHA.
- delegate duties to other parents
- Work with MHA Office Manager to develop and maintain Volunteer Database and ensure formal volunteers complete background check and SafeSport.

At both the House and Competition level, Team Managers are also responsible for the State Credentials book and ensuring it is approved. The Team Manager functions as a liaison between parents, the coach, and Board Members of MHA, and otherwise make the coach's job easier. Team Managers are responsible for notifying the MHA President, team coach, and appropriate program director, by means of the official MHA incident report form, anything which could be perceived as embarrassing to MHA, could result in action by a Discipline Committee, or is a possible SafeSport violation. Managers may also need to fill out incident reports, in case of injury, and submit them to MHA's Office Manager/Registrar.

Manager of Managers

Position is a one-year Board approved volunteer position for the purpose of assisting all Team Managers identify their roles and responsibilities, and to assist them (as needed) in the processes and functions of their role. The responsibilities of the Manager of Managers include but are not limited to the following: will work with the MHA Office Manager/Registrar, assist with the initial Team Manager meeting, set-up and use of scheduling platform, scheduling refs, attendance and responsibilities at the initial scheduling meeting and MHA ice swap, and keeping the team binder. Position is for one year but may be reinstated through Board vote annually.

Referees

A referee or referees shall be appointed thru AHO to officiate at each game except at the 8U level. Each team is responsible for ordering referees for exhibition and League games by emailing the scheduler at Alaska Hockey Officials (ahogames@oswebs.com). Competition teams will have initial league game schedule officials set via the appropriate Division Coordinator.

Referees are paid a nominal fee. Anyone interested in becoming a referee must participate in USA Hockey sponsored clinics at their own expense and certify at the appropriate level of game play. Players 12 years and older are encouraged to learn this skill. Contact the Alaska State Hockey Association for further information and clinic schedules. Financial reimbursement for materials and certification may be available through a grant from ASHA.

Protests

A protest shall be considered only when based on a misinterpretation of a playing rule or use of an ineligible player. No protest will be considered on a decision involving an official's judgment. Only a coach may initiate a protest. The coach must state on the score sheet that they are protesting a game. The protest must then be submitted in writing, by the coach or designated coach of a team, within 24 hours to the Tournament Director.

Tournaments

Each season Mustang Hockey Association may sponsor one State Championship Tournament for both the House and Competition Teams in the 10U Division and above, to be determined by the Alaska State Hockey Association during the annual meeting held in April. Hosting of other tournaments, including but not limited to the MAC Attack and Leftover Turkey Tournament, is determined and allocated by the Tournament Committee. It is the goal of MHA that each team is given an opportunity to participate in a post-season tournament.

Fundraising

Funding for MHA's operation comes from various sources of revenue including registration fees, donations, grants, and sponsorships. All sources of funding are necessary, as one source of revenue is not sufficient to provide the level of services desired.

Registration Fees

Registration fees are set annually by the MHA Board Members in conjunction with approval of the season's budget.

Sponsors

Teams are encouraged to find sponsors as needed to assist in offsetting any costs that might arise throughout the season. Sponsorships that are event-specific are also welcome. For additional information please contact the Treasurer, Fundraising Chair, or Office Manager.

Contributions

MHA is a non-profit organization and will gratefully accept donations and contributions in any amount, as well as goods and services for auction and event purposes. Donations to an individual player are not tax deductible.

Special Fundraising

Special Fundraising with MHA breaks down to:

- team organized/initiated efforts, recipient of net funds.
- MHA organized/initiated efforts, funds TBD prior.
- charitable gaming which can be for teams OR association, recipient of 75% net funds for teams and net funds minus permit tax for association
- events including a fundraising aspect (tournaments), funds TBD prior.

Teams wishing to conduct individual fundraising activities in the name of MHA shall present the proposal for approval by the Board by providing a description to the Office Manager, all prior to conducting the activity. 25% of the net proceeds may go back to MHA for administrative costs, especially in association with use of the Gaming Permit.

Tournaments wishing to conduct fundraising activities in the name of MHA shall present the proposal for approval by the Board during the Tournament Committee Report at monthly meetings. Destination of funds needs to be determined prior to the tournament. Traditionally, Leftover Turkey goes to the teams, MAC Attack goes to the general fund for scholarships and to lower 8U registration fees.

The Fundraising Coordinator will chair Fundraising Committee. Fundraising Coordinator will be an ex-officio member, chosen annually in June/July, elected by majority vote of the Board. Coordinators should be motivated, experienced, community-connected, and focus on revitalization of Pucks and Pints.

Charitable Gaming Activities

Both the MHA Treasurer and Vice President will serve as the Gaming Permit Administrators.

MHA holds a State of Alaska issued charitable gaming permit and may conduct games of chance to raise money to support the organization. Teams wishing to conduct individual charitable gaming activities such as a raffle in the name of MHA shall present the proposal for approval by the Board, provide a description to the Office Manager, all prior to conducting the activity. It is the responsibility of the teams wishing to conduct charitable gaming activities to be familiar with the State of Alaska rules and regulations. They can be found at:

<https://www.commerce.alaska.gov/web/dcra/LocalGovernmentResourceDesk/FinancialManagement/Gaming.aspx>

The types of activities conducted, the total amount of gross receipts, the total amount of authorized expenses, the total value of prizes awarded, and the total amount of net proceeds must be reported to the MHA Treasurer prior to quarterly and annual reporting due dates as described in AS 05.15.080.

Upon dissolution, any remaining net proceeds from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple beneficiary permittee, in accordance with 15AAC160.020(a)(5).

Conduct

Sportsmanship

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

Rink

There is no skating between periods during MHA league, tournament or traveling games by anyone other than players of the competing teams. There shall be no puck shooting between periods by players or referees. No person shall be on the ice surface while the Zamboni is cleaning the surface and until the Zamboni has left the rink surface and the doors have closed. Players are not allowed on the ice until directed by a coach or referee. Players should not be on the ice without a coach or referee.

Noisemakers

According to the ASHA handbook, and for the enjoyment of all spectators, please be a courteous and considerate fan by not using mechanical or electrical noisemakers at games. These include, but are not limited to: cow bells, air horns, party favors, clappers, and whistles.

Drinking/Tobacco/Vaping/Mind-Altering Substances

No coach shall use tobacco, drink, vape, or use mind-altering substances while engaged in an MHA game or practice. Nor will a coach appear at an MHA game or practice while under the influence of alcohol or other mind-altering substances. Violations can result in suspension. Alcoholic beverages shall not be allowed at any MHA game, practice or other team/association events unless specifically authorized by the Board of Directors. Substance abuse of any kind by players will be handled by the Discipline Committee.

Foul Language

Profanity, obscene language, or inappropriate gestures are not allowed on or near the rink by players, coaches, or spectators. Violators may be removed and reported to the Discipline Committee.

Fighting

Fighting on or around the rink will not be tolerated by MHA. It is to be reported to the referee and/or scorekeeper who are encouraged to write a brief summary on the score sheet. The referee shall act as outlined in the USA Hockey Official Playing Rules. The incident shall also be reported to the Discipline Committee.

Vandalism and/or Theft

Vandalism and/or theft of any nature at any facility will not be tolerated. Any occurrence of such will be handled by the MHA Board of Directors.

Discipline Committee

Pursuant to the MHA By-Laws, a Discipline Committee shall be formed on an as needed basis by the Board President and approved by the Board. This committee will enforce the standards of conduct for

coaches, players, parents and may determine appropriate disciplinary measures. This committee is also responsible for the enforcement of USA Hockey rules and standards, including but not limited to SafeSport violations. Decisions may be appealed to the Board of Directors. Questions and problems should be addressed immediately and channeled as follows:

Documentation for Office Manager & Team Manager
Team Coach
House, Girls, 6U/8U or Competitive Program Director

*If the issue warrants further investigation or is not resolved at the team/program level, it may then be referred to the Board President for the Discipline Committee.

Discipline Committee decisions may include, but are not limited to, the following actions:

Dismiss the complaint.
A letter of warning may be issued to the offending party.
The offending party may be restricted from MHA activities.
The offending party may be removed from MHA activities.
The offending party may be blocked from future MHA involvement.
Initiating SafeSport Reporting Procedures.

MHA Disciplinary Policy for Players

All MHA players shall abide by all disciplinary policies described in the current USA Hockey Official Playing Rules Handbook as well as the Standards of Conduct as described in the MHA Handbook.

Game Situations

Game Misconduct: Suspension from next scheduled game, one game for each penalty, infractions earned in league game must be served in a league game, potentially necessitating a 2-game suspension to comply with USAH and ASHA. Incident may be reviewed by MHA Discipline Committee.

Gross Misconduct: Suspension until further notice and an automatic review to be done by the State Discipline Committee within 30 days.

Match Penalty: Suspension until further notice and automatic review by the State Discipline Committee within 30 days.

School Events

If a player misses a game or practice for a school event, they shall not be disciplined by the team.

MHA Disciplinary Policy for Coaches

All MHA coaches shall abide by all disciplinary policies described in the current USA Hockey Official Playing Rules Handbook as well as the Standards of Conduct described in the MHA Handbook. Coaches will be expected to sign and follow the USAH Coaches Code of Conduct. Violations of USAH or MHA expectations will be reviewed by the Discipline Committee for action.

Complaints regarding coaching behavior shall be directed to the appropriate program director who will then discuss concerns with the coach. If the appropriate program director is not available, or if the complaint involves the appropriate program director, or the matter cannot be satisfactorily resolved with the appropriate program director and coach, it may then be referred to the President who will determine the necessity of referring the issue to the Discipline Committee. The Vice-President will assume the President's responsibility if the President is unavailable, or the complaint involves the President.

Prior to rendering a decision, the Disciplinary Committee shall consider the seriousness of the offense, where it occurred, and the number of prior offenses. Committee decisions may be appealed to the Board of Directors. Feedback from coaching surveys will also be considered. If an issue requires the Disciplinary Committee, and the offense is deemed serious enough to necessitate that coach no longer be welcome to coach with MHA, an official letter will be drafted and sent by the Board and filed with the Office Manager.

Minimum penalties are recommended by the Discipline Committee for the following coaches' violations:

Showing up at a game, practice, or team event under the influence of drugs or alcohol

- First Offense: Immediate suspension for a minimum of two weeks, review by the Disciplinary Committee, and/or consideration of removal from MHA.
- Second Offense: Immediate removal from MHA and notification to USA Hockey.

Abusive Language to Players

- First Offense: Immediate review by Disciplinary Committee.

Game Situations

- Game Misconduct: Suspension for next scheduled game, one game for each penalty, infractions earned in league game must be served in a league game, potentially necessitating a 2-game suspension to comply with USAH and ASHA.
- Gross Misconduct: Suspension until further notice and an automatic review to be done by the State Disciplinary Committee within 30 days.

MHA Disciplinary Policy for Parents

Parents are expected to demonstrate the same standards of conduct as required of their children. Parents, just as coaches, should be aware that they are role models both to their own children and all other players present. Inappropriate behavior by parents can also negatively influence the outcome of a game. The following list of infractions should be considered solely as a set of guidelines and is not all-inclusive:

- Physical and/or verbal abuse of officials, coaches, players, or spectators
- Loud, persistent profanity
- Consumption of alcohol or illegal drugs at games and/or practices
- Attendance at any MHA function where players are present while under the influence of any mind-altering substance (drugs, alcohol, etc.)
- Damaging rink property
- Interfering with players, coaches, or officials (e.g., entering or hanging over the team bench, entering the ice rink without authorization, taking flash pictures behind the goal net)
- Throwing objects on the ice
- Use of unauthorized noisemakers (e.g., electric megaphones, air horns, whistles, sirens, cowbells, etc)

The coach is ultimately responsible for the conduct of the parents with his/ her team. Complaints regarding parental behavior shall be directed to the Team Manager who will then discuss them with the coach. If the Team Manager is not available, or if the complaint involves the Team Manager, the coach shall be contacted directly. If the matter cannot be satisfactorily resolved at the team level, it may then be referred to the President who may initiate the Discipline Committee. Prior to rendering a decision, the Disciplinary Committee shall consider the seriousness of the offense, where it occurred, and the number of prior offenses. Committee decisions may be appealed to the Board of Directors.

USAH SafeSport Reporting Procedures

It is the policy of USA Hockey that every Adult Participant must report (1) actual or perceived violations of the USA Hockey Safe Sport Program Handbook, (2) suspicions or allegations of Sexual Misconduct or Child Abuse, and (3) any violations of the Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment, or Hazing Policies, as set forth in the SafeSport Handbook.

How to Report to Center

Reports to the Center may be reported by (1) completing an online report to the Center at uscenterforsafesport.org/report-a-concern/, by (2) calling 833-587-7233, or (3) by clicking on a link to the Center's reporting portal found on USA Hockey's website at usahockey.com/safesportprogram. Reports to the Center shall be handled according to the SafeSport Code.

How to Report to USA Hockey

Reports to USA Hockey may be made by: (1) clicking on the “Report to USA Hockey” link on the USA Hockey Safe Sport Program webpage (usahockey.com/safesportprogram), (2) emailing to usahockeysafesport@usahockey.org, or (3) calling 800-888-4656. Reports to USA Hockey are initially handled by the office of the USA Hockey General Counsel and the USA Hockey Safe Sport Program Manager.

The USA Hockey Safe Sport Program webpage contains contact information for each Affiliate SafeSport Coordinator, and reports may also be directed to the Safe Sport Coordinator for the applicable Affiliate. USA Hockey and its Affiliates will take a report in the way that is most comfortable for the person initiating a report, including an anonymous, in-person, verbal or written report. If reporting by email or use of the Reporting Form on the SafeSport Program webpage, it is strongly encouraged that the following information be included:

- the name(s) and contact information of the Claimant(s).
- the type of misconduct alleged.
- the name(s) of the individual(s) alleged to have committed the misconduct.
- the date(s) the misconduct was committed.
- the names of other individuals who might have information regarding the alleged misconduct.
- a summary statement of the reasons to believe that misconduct has occurred.

House Program

MHA has adopted the USA Hockey founded “8U Development Program.” The overall objectives of the American Development Model Program are to provide:

- A safe and healthy environment for all.
- Fair and equal opportunity for all new and returning players who wish to play hockey and participate in our sport.
- An opportunity to learn the basic skills without an emphasis on winning.
- A philosophy which attempts to reduce the number of players that become disenchanting and dropout.
- Qualified adult leadership.

The MHA House program has four categories of players: Learn to Play (all ages), Initiation (6U division), Development (8U), and House/Recreational (Co-Ed, 10U-18U/Girls Development, 10U-19U).

Learn to Play Hockey (4-18)

LTPH is a great way for players of all age levels to get out on the ice and be introduced to the fundamentals of the game. Intended for those new to the game, unsure if hockey is a good fit, or those nervous about the commitment of an entire 6-month schedule. Players will gain the confidence to participate and compete while having fun learning forward skating, backward skating, stops and starts, stick handling, passing, and shooting. Once basic hockey competency is reached, players will also have the option, until the end of December, to register with MHA's House B program. This allows players to join same-aged players on a team and participate in games and tournaments against other associations.

Initiation Level (6U)

Included in this level are typically beginner players. This level is for the first timers wanting to play hockey. MHA's goal is to get them skating forward, turning, hockey position, and getting up on their own by the end of the season. They will learn basic skills to get them ready for the 8U Blue division. These players will begin their model sessions meeting approximately once a week. The lesson plans are established by USA Hockey. Teams may be formed to play modified games with no scorekeeping and mandatory two-minute line shifts. One coach per team is allowed on the ice during the scrimmage. This is considered a beginning level with an emphasis on individual skills and fun for everyone. 20 hours of ice.

Recreational Level (Co-Ed/Girls)

8U – Since the 2013-2014 season, USA Hockey has restructured the 8U division. All games will be played on half ice with four teams or cross ice with six teams. There will be three divisions in this age group that will be evaluated based on skill level rather than the age of the player or the number of years they have been playing. Referees may officiate games.

Red Division—This division is the highest skill level for this age group. These players are able to skate forward and backwards, controlled stop in both directions, and are able to turn in both directions. These players are able to stickhandle with the puck and have the ability to maintain control of the puck while doing drills. Players at this level should be the most coachable and can understand hockey concepts at a higher level than other 8U divisions. This division will have a bigger responsibility for players and parents regarding attending practices and games and additional ice costs. There is an emphasis on team play as well as individual skill development and fun for everyone. 26 +10 hours of ice.

White Division—This division is for players who have played hockey before. Players at this level will have the same skills as the Red division but less defined. These players are able to skate forward, marginally well backwards, effectively turn both directions, controlled stop in at least one direction, and can handle puck for short periods of time. They will also have initial hockey concepts and basic game play with an emphasis on fun. 26 hours of ice.

Blue Division—These children are still at the beginning stage of hockey. At this level, players will be learning how to skate forward, backwards, stopping both ways, turning both ways, controlling the puck with their stick, using the edges of their skates, balancing, and learning how to follow the play of hockey. Focus is on individual skill development and fun. 20 hours of ice.

10U – These children are 9 and 10 years old. Competition gets tougher at this age. Players pick up rules and team play quickly, are introduced to positioning, and enter into the competitive spirit. Must meet ASHA half-ice policy.

12U – These children are 11 and 12 years old. Competition and game sense are definitely heightened at this level. Physicality of play also increases at this age. Some players will begin their hockey play at this age while others have played as long as 9 years.

14U – Includes skaters aged 13 and 14 years old. For many, this 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.

16U/18U – These young adults are 15, 16, 17 and 18 years old. Many of these players are involved in high school hockey. Girls play up to 19 years old.

Tiering

Tiering of teams is accomplished by placing players according to skill level. Due to the varying numbers of players and skill levels, tiering will be determined annually at Evaluations. A, 30 + 10 hours of ice. B, 30 hours of ice.

Evaluations

Evaluations are used as a basis for team selection and tiering for recreational players. An Evaluation Committee observes the players during evaluations for scoring of skills and level of play. Committee members include team coaches, program directors, and possibly the President.

Team Assignments

Selection of teams takes place as soon as practical after registration. In the “tiered” divisions, House A level is selected first. All remaining players will be assigned in turn. Siblings in the same age division will be placed on the team they are best suited for unless the parents request otherwise. (Exception: If one sibling is drafted to an A team and the other to a B team, and they wish to skate on the same team, they must skate on the B team.) Teams at the same level are selected with the objective of keeping teams nearly equal in strength as possible.

Playing Up

It is the position of MHA Board that no player “play up” into the next division. We feel this gives more players the ability to play at the highest level without younger players filling roster spots, it keeps competition levels higher and more exciting at each age group and is better for long-term growth and development. We acknowledge there may be an exception; however, those are few and far between. All decisions regarding players wishing to “play up” into the next division will be made internally adhering to USAH/ASHA guidelines.

- The player must be evaluated in their own division as well as the higher division. If this evaluation does not occur, the player will remain in their own age division.
- If tiering exists, the player must be drafted by a coach of the higher division. If not, they will remain in their own division.
- Requests to play up after the season begins must be submitted to coaches of both teams and the appropriate program director prior to December 1.
- An evaluation and determination will be made by the appropriate program director and both coaches. Upon approval, a player wanting to play up must be selected by the upper-level team.
- No player will be allowed to move up after December 31st. This policy does not restrict movement among teams within the 6U/8U Program. (e.g. Blue Team to White Team or White Team to Red Team).

The appropriate program director should be contacted with questions or problems regarding “playing up.” As an alternative, parents should consider having a child tryout for the competition team of the appropriate age group.

Player Transfers Within MHA

If a competition team player leaves a competition team for any reason, they shall be placed on a house team based on the following:

- Tiered Divisions:
 - Prior to House Evaluations – Be evaluated with the rest of his/her age division.
 - After Evaluations – Be considered an upper-level skill player.
 - As close to Evaluations as possible
 - Players cannot be recruited if it changes the established team’s designation (A/B)
 - Both coaches and Program Director must agree to the move
- Non-Tiered Divisions:
 - Team size and team need will be used to place the skater.

Ordering Jerseys

Player jersey orders are required to go through the Team Manager prior to any purchases. Players will submit 3 options for numbers, once approved, parents will receive information on sizing and ordering of jersey kits, as well as additional player gear, during a scheduled time with the Team Shop. If multiple players choose the same jersey number for the same team, priority will be determined as follows: seniority player gets preference, if seniority is equal, the player with the earlier birthdate gets the number.

Extra Fees

Coaches cannot mandate House team parents contribute extra money for ice or penalize parents for not contributing, although not contributing to the expense of an Invitational Tournament not covered by sponsor funds may lead to your player not being able to participate in that Tournament. This does not include the extra ice allocation fee for ‘A’ teams that may utilize up to 10 additional hours.

Extra ice allocation fees are not based on a flat rate. Additional ice time over allotted hours and the

number of players determines cost. Final billing will be at the end of the season for overages.

A registered MHA House player moving to an MHA Competition Team will have fees adjusted/applied as follows:

- A prorated fee for ice used while on the House team will be determined by the MHA Board and charged.
- The team registration fee will be transferred from House to Competition.
- Remaining registration fees after the above conditions have been met will be refunded to the player/parent.

State Tournament Fees

In the recreational (House) program, the Alaska State Hockey Association state tournament fee is included in the player's registration fee. No additional payment is required from House teams or families for state tournament participation.

Account Balances

House teams can keep money in their account until June 1, any balance not spent becomes part of MHA's general fund.

Coaches

House program coaches are paid a stipend of \$1,000.00. The head coach selects assistant coaches and determines optional payment from the head coach stipend. Coaches are not paid on a "per session" basis but rather a singular payment in December. Loyalty pay is available for up to 5 years of uninterrupted service.

New to MHA head coach receives 25 pucks, puck bag, first aid kit, and MHA coat.

Returning coaches get new coat every other year, max 1 assistant and manager, must be listed on the IT. Order coats from Team Shop and submit receipts for reimbursement.

Competition Program

Players and/or parents interested in the Competition Program may wish to know generally what financial and time commitments could be expected by a participant in the Competition Program. Although the intensity of activity for each team is determined largely by the coach and parents, generally, one could expect three practices and two or more games per week, as well as dryland, with older players generally having heavier schedules. Due to ice limitations, ideal ice times are not always available. The rink MHA receives season ice allocations on is the Harry J. McDonald Center. Team Managers may also buy additional ice at rinks from South Anchorage to the Mat-Su Valley. The cost for fielding a Competition team may run \$20,000 to \$40,000 per season, per team; however, the “per player” cost can vary from team to team depending on how active and successful parents and Team Managers are at soliciting sponsors and contributions. Parents and players should be aware that in-state travel to Kenai and Fairbanks is mandatory. Out-of-state travel traditionally begins at the 12U age division and increases from one trip to two or more in the Nationally bound age divisions.

Competition program coaches are paid a combined stipend of \$10,000.00. The head coach selects assistant coaches and determines their payment from the head coach stipend. Unless otherwise agreed to in writing, assistant coaches must be paid. Coaches are not paid on a “per session” basis but rather six payments with the final payment remitted upon receipt of the books. Loyalty pay is available for up to 5 years of uninterrupted service.

Travel and lodging costs, specifically hotel and car rental, will be covered for the head coach and one assistant coach for authorized team travel to out-of-town tournaments and games. Head coaches and 1 assistant coach will also be provided a \$50/tournament day meal stipend for each travel tournament. Coaches will be responsible for other personal or incidental expenses including, but not limited to personal phone calls, entertainment, personal hygiene items, entertainment, and other family member expenses. If you are a coach for a Nationally bound team, then three coaches will be covered for airfare, one room will be paid by the team for coaches, and one rental car will be allowed if no team vans are needed.

Competition teams are completely self-reliant financially. Parents with players on Competition teams are responsible for the financial health of their team. Parents may not use refusal to pay their team bill as a means to indicate their displeasure with MHA or the coaching staff. If a player is more than 30-days past due on a monthly payment the coach will refuse further ice time to the player until their account is up to date. This is referred to as the “No Pay, No Play Policy.”

For competition teams, the Alaska State Hockey Association state tournament fee is not included in the player’s registration fee. Each Competition team is responsible for paying its own state tournament fee. This cost is covered by the team through parent payments, sponsorships, or fundraising as part of the team’s self-reliant budget.

Final bills shall be paid within 30 days after State Hockey. The Alaska State Hockey Association will be promptly notified at the conclusion of the hockey season of any outstanding accounts so those players will be denied future registration on any Alaska hockey team until their account is cleared with MHA. MHA issues monthly invoices to Competition Teams for team ice used the previous month. Competition team Treasurers are given 30 days from the time the invoice has been received to submit ice payments to MHA. Teams not submitting payments after 30 days will be charged a \$300 fee in addition to their ice costs. Teams with payments 60 days past due will be charged a \$600 fee in addition to their ice costs and will be subject to an audit of their team records by MHA’s Board of Directors. The Board retains the right to contact the authorities if team records are not produced for an audit.

Team Treasurer

The responsibilities of Treasurers include, but are not limited to, the following: work with the association Board Treasurer, work with the MHA Office Manager, use MHA provided financial tracking system(s) to record donations, sponsorships, team expenses and payments, coach stipends, and player payments in compliance to the MHA Handbook and manage online documents. Treasurers must ensure team and individual sponsorship forms are collected and reported to Office Manager and Board Treasurer, make account status and payment schedule transparent and available for parents. Upon request, Treasurers must

prepare necessary documents due to the CPA and Board Treasurer. At season's end, Treasurers must settle the team's account and return any banking items provided at the beginning of the season.

Competition teams have many expenses at the beginning of the season such as team warm-ups, tournament fees, and down payments on travel arrangements. To assist with anticipated start-up costs, each player's family at the Competition level, from 10U through 18U, must provide a \$500 deposit to their player's Competition team due at the time of selection to a Competition team. This deposit is in addition to the registration fee.

Competition Program Conclusion

The success of any youth team season is greatly dependent on the assistance of parents and their support of the coaching staff. If you are contemplating participating in the MHA Competition Program, we encourage you to ask as many questions as is necessary to feel comfortable with our program.

Constitution

Article I: Name

The name of this organization shall be Mustang Hockey Association, Inc., AKA The Mustang Hockey Association, The Mustang Youth Hockey Association, or MHA.

Article II: Mission

The mission of this organization shall be to foster and advance the game of hockey for all players.

Article III: Objectives

The Objectives of this organization shall be:

To provide wholesome recreation and competition for all skill levels for area youth, through the sport of ice hockey.

Offer the opportunity to play hockey to all those interested, no matter the barriers, including cost.

To establish teams, leagues, rules, and regulations governing the operations of the game.

To prioritize programming, teams, rules, and regulations to equitably benefit all players for long term growth and development over short-term gains and wins.

To foster, encourage, and promote the principles of sportsmanship and fair play to all who participate in the sport of ice hockey.

To associate with other ice hockey associations.

To do all such things as are incidental or conducive to the attainment of the above objectives.

By-Laws, Article I: Definitions

Section 1

Whenever the initials MHA are used in these By-Laws, they shall mean Mustang Hockey Association, Inc.

Section 2

Whenever the word Board is used, it shall mean the elected officials described in Article III, section 1.

Section 3

Whenever a masculine gender noun or pronoun is used, it shall include female. Singular terms where necessary shall include the plural.

Section 4

Whenever the term General Member is used, it shall mean a person who has obtained General Membership in MHA according to Article II, Section 2.

Section 5

Whenever the term Associate Member is used, it shall mean a person who has obtained Associate Membership in MHA according to Article II, Section 5.

Section 6

Whenever the term member is used, it shall mean either a General or Associate Member of the MHA.

Section 7

Whenever the term employee is used, it shall mean either a paid employee or an unpaid volunteer of MHA.

Section 8

Whenever the term Ex-Officio is used, it shall mean a person who serves on the Board or a committee without voting privileges.

Section 9

Whenever the term USA Hockey is used, it shall mean the Amateur Hockey Association of the United States.

Section 10

Whenever the term policy is used, it shall mean a goal or standard set by the general membership, the quorum of the Board, or the Executive Board.

Section 11

Whenever the term procedure is used, it shall mean a series of steps to be followed to achieve the policy.

Article II: Membership

Section 1

Membership is open to anyone without regard to race, color, gender, or creed, who meets the criteria below.

Section 2

A General Member is any parent or guardian who has a registered child as a participant in MHA. Any team coach appearing on the 1T without a child registered as a player in the MHA is entitled to General Membership in MHA from the date of appointment through the last day of the current membership year.

Section 3

Each MHA family is permitted only one voting member at the Spring General Membership meeting and for any other votes or petitions that may arise during the year. Only one vote or signature on a petition is allowed per family.

Section 4

General Membership may be terminated or restricted by a two-thirds majority opinion of the Board upon recommendation of the Discipline Committee.

Section 5

A non-voting Associate Membership may be issued for the current membership year to any deserving person or organization, including Sponsors, by a majority vote of the Board. There is no registration fee for Associate Membership.

Section 6

Registration fees are player fees and shall be established annually by a majority vote of the Board. All or part of the registration fee may be waived or delayed by the Board due to extreme economic hardship through scholarship or written request to the Board.

Section 7

The membership year shall run from August 1 of one year through July 30 of the following year when membership shall terminate unless renewed. Advanced payment of registration fees is permitted.

Section 8

General Members shall have access to all books and records pertaining to the operation of MHA, upon written request to the Secretary stating the type of records needed and reason for request. The Secretary shall ensure that an appointment is made for the requestor to review the requested records, with the appropriate officer or staff member, within two weeks after the receipt of the written request.

Section 1 The Board of Directors shall consist of the following positions: President, Vice-President, Secretary, Treasurer, House Program Director, Competition Program Director, Girls Program Coordinator, 6U/8U Program Director, and Public Relations Director.

All Board Members must be General or Associate members of MHA. If an Associate member is elected to the Board, they shall retain full voting rights. The Board is designated as a working Board and shall be responsible for establishing and operating assigned committees. Board Members are expected to serve as leaders in MHA's youth and adult hockey programs and to attend all monthly General Membership and Board meetings (see Article IV, Section 1, #9). Each Board Member shall be eligible for an annual \$250 registration fee discount.

Section 2 Board Members shall serve three-year terms on a staggered cycle so that approximately one-third of the Board is elected each year. The positions shall be divided into the following cycles:

- **Cycle 1:** President, House Program Director, and Girls Program Coordinator
- **Cycle 2:** Vice-President, Treasurer, and 6U/8U Program Director
- **Cycle 3:** Secretary, Competition Program Director, and Public Relations Director

Each Board Member shall take office at 12:01 a.m. on the seventh (7th) day following their election. Board Members shall be elected by a majority vote of the General Membership at the Spring General Membership Meeting held in May.

If the President resigns prior to the Spring General Membership Meeting, the Vice-President shall automatically become President, and a new Vice-President shall be elected pursuant to this Article or Article IV, Section 1. If both the President and Vice-President resign, the Secretary shall assume the duties of President and shall call a special General Membership Meeting within sixty (60) days to fill both vacancies, unless fewer than one hundred twenty (120) days remain in the President's term, in which case the Secretary shall serve as Acting President until the next general election.

Vacancies in other Board positions shall be filled by Board appointment for the remainder of the term or until the next Spring General Membership Meeting, whichever comes first.

Section 3 No person shall hold more than one Board office simultaneously, except in the case of interim vacancies filled pursuant to these Bylaws (see Article IV, Section 1).

Section 4 No more than one parent or guardian from the same family shall serve on the Board at the same time. In addition, no more than one natural or adoptive parent of any registered player shall serve on the Board simultaneously. In special circumstances, and with prior Board approval, two members of the same family may serve, provided one serves as an ex-officio (non-voting) member. Upon expiration of a term or resignation of the voting member, the ex-officio member shall assume full voting rights.

Section 5 The Immediate Past President, provided they have completed their full term of office, shall serve as an ex-officio (non-voting) member of the Board unless they are otherwise elected to a voting position.

Section 6 The Board shall meet at least monthly, typically on the third Wednesday of each month, or more frequently as needed. Meetings called by the President shall require at least seventy-two (72) hours' notice via telephone, email, webpage, or personal contact. All Board meetings are open to the General Membership for observation.

An agenda for each Board meeting shall be posted on the appropriate information-sharing platforms at least forty-eight (48) hours in advance. Any General Member wishing to present business to the Board must notify the Board in advance so the item can be placed on the agenda. There is no guarantee that items not on the agenda will be addressed. After the Board has presented and discussed an issue, comments or questions from interested parties shall be allowed prior to any vote being taken.

Section 7 A quorum shall consist of a majority of the filled Board positions. Only seated Board Members shall be entitled to vote at Board meetings. Proxy voting is not permitted; however, voting by teleconference or Zoom is allowed. If a quorum is not present, the meeting shall be rescheduled.

Section 8 Board Members may serve no more than two consecutive terms in the same position and must then take at least one year off from that position. If an opposing candidate files for the position after the two-term limit, the incumbent must step down. If no opponent files, the incumbent may serve one additional one-year term, after which the position shall be reopened for election at the next Spring General Membership Meeting.

Section 9 Board business may be conducted electronically in accordance with the guidelines outlined in Appendix B. Motions may be introduced, seconded, amended, discussed, and voted upon via email, with all actions noted in the minutes of the next Board meeting.

Article IV: Board Authority and Responsibility

Section 1

The Board shall have the power to:

1. Guide MHA in its efforts to improve player skills and appreciation of ice hockey as a participant sport, help mold a socially acceptable competitive spirit in each player, as well as develop the personal character of each player.
2. Authorize all expenditures for operations. Any purchases exceeding \$250 must be approved by one of three valid MHA signers.
3. Remove, recommend, or remand suspensions or penalties that have been imposed by the MHA Discipline Committee, coaches, or others who are in a position of authority, only upon appeal by the appropriate parties to the MHA Board. Appropriate parties will be considered the parents or legal guardians of the member involved or the coach. The appeal will be heard at a Board meeting. Board members involved in the discussion or hearings surrounding the initial finding will be ineligible to vote during the hearing of the appeal; however, they may be involved in the discussion. A special meeting may be called by the President to accommodate such an appeal. The full Board must vote on the situation. The vote can be taken by any of the following methods; if the Board member is present at the meeting, by the raising of hands, if not present, by telephone or email.
4. Temporarily fill vacancies on the Board with a majority vote, until the next Spring General Membership Meeting, including instances of resignation.
5. Have immediate access to all books and records pertaining to the operation of MHA.
6. Approve the hiring and termination of all employees of MHA. The Board may; however, delegate specific powers to Committee Chairs, individual members of the Board, or Officers, except as excluded in Article V, Section 2 below.
7. Approve nominations for members of standing committees by Committee Chairs for those committees requiring Board approval per Article VII, Section 1.
8. Approve an annual budget no later than June 30th of each year and a revised budget no later than December 31st each year.
9. Remove any Board member who has three (3) non-approved absences, or due to other extenuating circumstances to be determined by the Board, or after any combination of three (3) excused or unexcused absences subject to the reasons listed in this paragraph. Absences can be excused by the Board President or Secretary with written explanation 72 hours prior to the Board meeting. This serves to also ensure a quorum is able to be achieved. Removal of the Board member requires the vote of the full Board. The following are some reasons for the removal of a Board member:
 - A. When the Board member demonstrates a lack of participation or fulfillment of their duties.
 - B. When the Board member acts contrary to the By-Laws and/or constitution of MHA.
 - C. When the Board member does not act in good faith on behalf of MHA. Failure of good faith can be described as misrepresentation of individuals during negotiations for contracts or like instruments of business; failure to support decisions or processes developed by the Association and/or the MHA Board.
 - D. When the Board member is continuously disruptive during meetings. Disruptive is defined by continued failure to yield the floor when asked to do so by the presiding official; failure to follow Robert's Rules of Order as directed by the presiding

official; continuous disruptive outbursts when you do not have the floor.

E. Theft, embezzlement, or failure to discharge assigned duties and responsibilities.

10. Authorize the Opening of the MHA General Account and any Sub-Accounts necessary to safely conduct the financial business of MHA. Ensure that these accounts are maintained in accordance with proper procedures and in the best interest of MHA.

Article V: Recall of Board Members

Section 1

A recall vote must be taken if the Secretary receives a petition with one half (1/2) of the General Membership's signatures attached.

Section 2

Any Board Member has the right to contest a recall petition. Such a contest must be in writing and received by the Secretary no later than ten days after the Secretary notifies the Board Member of receipt of the recall petition. Non-receipt of such a contest by the Secretary shall be construed as non-objection to the recall petition. The President must then call a special General Meeting for the purpose of conducting a recall vote no later than forty-five days after certification of the recall petition.

Section 3

Any Board Member shall be recalled from office by a majority vote of the entire General Membership at a General Membership Meeting.

Section 4

Recall voting shall be accomplished by secret ballot.

Section 5

Should recall take place, it shall be immediately followed by an election by those General Members present at such a Meeting to fill the Board vacancy or vacancies. If the President is recalled, the office shall be assumed by the Vice President until the end of the season, after which the Vice President shall decide to resume their original position or remain President on the ballot for general election.

Section 6

Any Board Member who is recalled shall not be eligible for office for a period of two (2) years from the date of recall.

Article VI: Officers and Duties

Section 1

General: The Officers of MHA shall consist of the President, Vice President, Secretary, Treasurer, Girls Coordinator, House Program Director, Competition Program Director, 6U/8U Program Director, and Public Relations Coordinator. Officers are charged with the execution of the day-to-day duties of the MHA within their own areas of responsibility as defined below. Specific tasks or duties may be directed on a general or specific basis by the General Membership at a General Membership Meeting or by the Board at a Board Meeting. All actions taken by an officer are subject to review by the Board for compliance.

Section 2

The President Shall:

1. Be the Chief Executive of the Association and shall preside over all meetings of the General Membership of the Association.
2. May vote only to break a tie.
3. Decide all questions of order; appoint all ad hoc committees, unless otherwise ordered by the General Membership.
4. Be an ex officio member of all committees.
5. Direct day-to-day operations of MHA and as such will develop policies in accordance with Article XIII, Section 3, and set procedures in accordance with Article XIII, Section 6 provided the guidance is not contrary to MHA's By-Laws or Constitution.
6. Be designated the Corporate Agent for MHA and their address shall serve as the Registered Office of the Corporation.
7. The President's signature is one of three valid signatures for the execution of checks drawn on the MHA's checking account.
8. The President's signature is authorized for the execution of contracts.
9. Chair and call to meeting Discipline Committee if necessary.
10. The President is expected to attend and represent MHA at the ASHA meetings. If unable to attend, is responsible to send or appoint another individual.
11. The President will have veto power over any decision reached by a committee or the Board. The decision will be remanded to the committee for further discussion and then presented again to the Board. A two-thirds (2/3) vote of the full Board can override the President's veto.
12. Serve as the point of contact for the Harry J. McDonald Memorial Center.
13. The President is the Chair of the Future Planning Committee.

Section 3

The Vice-President Shall:

1. Assume all duties of the President in the event of the President's absence or resignation.
2. The Vice-President's signature is one of three valid signatures for the execution of checks drawn on the MHA checking account.
3. The Vice-President shall be the Chair of the Tournament Committee.
4. The Vice-President shall be one of two Designees ("Member in Charge") for the Gaming Permit.
5. Shall be a member of the By-Laws and Handbook Committee and Budget Committee.

Section 4

The Secretary Shall:

1. Keep the minutes of all Meetings of the Board and of the General Membership. Send a copy of the Minutes within a week following the Board Meeting.
2. Shall ensure distribution of all Meeting notices to the Board and to the Membership.
3. Be the Association Historian and shall be the custodian of the MHA archives.
4. After terminating office, shall turnover materials to successor.
5. Ensure that written requests for information or access to records and books are referred to the appropriate officer or staff member within two weeks of receipt of the request.
6. Work with the MHA Office Manager and Public Relations to manage the MHA bulletin board at the Harry J McDonald rink.
7. Assist Registrar with player registration/check-in at the time of evaluations and tryouts.
8. In general, shall perform all duties incident to the office of Secretary, subject at all times to

the direction and control of the Board and/or President.

9. Is the Chair of the By-Laws and Handbook Committee and Member of Tournament Committee and Finance Committee.

Section 5

The Treasurer Shall:

1. Will work with the Office Manager to ensure all monies paid to the association are deposited within 5 business days.
2. In conjunction with a designated accounting firm, approved by the Board, maintain control and custody over all MHA books and records.
3. The designated Treasurer, President, and Vice President are the only valid signatures to sign checks on the MHA account.
4. The Treasurer shall verify that all expenditures have been approved, either by the annual or revised budget or by special approval of the Board.
5. The Treasurer shall act as Chair of the Finance Committee and submit an annual and revised budget to the Board (Article IV, Section 8).
6. The Treasurer is responsible for presenting a financial report at each monthly Board meeting. The report shall include the following items, distributed electronically:
 - General Account Balance
 - Team account balances
 - Previous Month Bank Reconciliation
 - Balance Sheet
 - Any other financial documents requested by the board, such as Profit and Loss, Detailed General Ledger, and Budget Report.
7. At the annual Spring General Membership meeting, the Treasurer shall present a financial report illustrating the activity since the last General Meeting and the current financial position of the Association.
8. A fiscal, end-of-year close-out report, subject to audit, shall be prepared no later than May 31st of each year. This report shall include all of the Association's General and Sub-Accounts to include Competition Team checking accounts.
9. The Treasurer will work with the designated accounting firm to ensure IRS reports are filed on time.
10. The Treasurer will work with the designated accounting firm to complete the biennial state corporation registered agent report.
11. At the completion of term of office, the Treasurer shall conduct a joint audit with his/her successor and turn over all books.
12. The Treasurer will be designated as the primary Member in Charge for Gaming Permit and responsible for submitting quarterly and annual reports.
13. Shall perform all duties incident to the Treasurer as directed by the Board and/or President.

Section 6

Public Relations Coordinator shall:

1. Be responsible for publicizing activities, promoting public awareness of MHA, and coordinating awards and presentations for players and Members of MHA.
2. Maintain liaison with local schools, governmental agencies, and other non-hockey organizations.
3. Oversee the dissemination of information of marketing communications, as well as manage MHA social media sites.
4. Design and distribute promotional materials (like stickers), participate in exhibits and festivals, and coordinate awards.
5. Work with MHA Secretary, Treasurer, and Office Manager supervising all sponsorship activities, ensuring website, banners, and other documents are up to date.
6. Be a member of the Tournament Committee and Fundraising Committee.
7. Coordinate the MHA float in the Bear Paw Parade by gathering volunteers, candy, decorations, trailer, and driver.
8. Surveying membership and presenting for Board approval in April/May Volunteer of the Year award.
9. Work with MHA Office Manager to develop and maintain Volunteer Database and ensure formal volunteers complete background check and SafeSport.

10. Liaison between the Board and volunteers to assist with events, projects, and staffing committees.

Section 7

The House Program Director Shall:

1. Must have hockey experience as a player, coach, or both.
2. Plan the structure and program for the House teams.
3. Assist Registrar with player registration/check-in at the time of evaluations.
4. Act as liaison with other youth hockey associations, house programs, leagues and arenas. Is expected to attend and represent MHA at all ASHA House Council meetings. If unable to attend, is responsible to send or appoint another individual.
5. Responsible for implementing the Board's plan for House Player evaluations and the House Team selection process 10U-18U.
6. In conjunction with the other program directors, be a member of the Coach Selection Committee, making recommendations to the Board for approval primary coaching assignments at the April Board meeting.
7. Shall be a member of the Tournament and Discipline committees.
8. House Program Director will be available for initial parent and Team Manager meetings.
9. Will be available and accessible for any House program needs throughout the season.
10. Be the third step in channeling concerns at the team level prior to the Board level.
11. Work with MHA Office Manager to ensure all Coaches are certified as required for their Divisions, are listed appropriately with USA Hockey, background checks are up to date, and SafeSport is up to date.
12. Ensure program page on the MHA website is kept up to date.
13. Work with MHA Office Manager to create and distribute end-of-season coaching survey. Review and share results as needed. Use information to inform future coaching placements.
14. Provide coaches with Coaching Responsibilities Protocol and any updates from Alaska State Hockey Association and/or USA Hockey.
15. Facilitate the purchase of pucks, puck bag, first aid kit, and team coat for new coaches.

Section 8

The Girls Coordinator shall:

1. Must have hockey experience as either a player, coach, or both.
2. In conjunction with the other program directors, be a member of the Coach Selection Committee making recommendations to the Board for approval of primary coaching assignments at the April Board meeting
3. Act as liaison with other Girl's youth hockey associations, programs, leagues, and arenas. Is expected to attend and represent MHA at ASHA Girl's/ Women's Council Meetings. If unable to attend, is responsible to send or appoint another individual.
4. Work with the House Program Director to conduct Girls Evaluations and/or the Competition Program Director to conduct Girls Tryouts.
5. Shall be a member of the Tournament and Discipline Committees.
6. Will communicate with families to better facilitate the program.
7. Organize summer and/or seasonal clinics by securing ice with Office Manager, if available, finding coaches for the clinic, and working with the webmaster/Registrar to set up online registration.
8. Organize spring tournament participation when girls' families are interested in participating.
9. Market and publicize events and activities by utilizing social media, contacting media outlets, and keeping up to date with NWHL/JrNWHL events and activities.
10. Work with MHA Office Manager to ensure all Coaches are certified as required for their Divisions, are listed appropriately with USA Hockey, background checks are up to date, and SafeSport is up to date.
11. Be the third step in channeling concerns at the team level prior to the Board level.
12. Ensure program page on the MHA website is kept up to date.
13. Work with MHA Office Manager to create and distribute end-of-season coaching survey. Review and share results as needed. Use information to inform future coaching placements.
14. Provide coaches with Coaching Responsibilities Protocol and any updates from Alaska State Hockey Association and/or USA Hockey.

15. In general, curate information for the continued development and support of girls' hockey and promote the program as a whole.

Section 9

Competition Program Director shall:

1. Must have hockey experience as a player, coach, or both.
2. Plan the structure of the Competition program for Competition teams.
3. Act as liaison with other Comp youth hockey associations, programs, leagues, and arenas. Is expected to attend and represent MHA at Comp Council Meetings. If unable to attend, is responsible to send or appoint another individual.
4. In conjunction with the other program directors, be a member of the Coach Selection Committee, making recommendations to the Board for approval primary coaching assignments at the April Board meeting.
5. Assist Registrar with player registration/check-in at the time of tryouts and will identify one member to work with the Registrar for annual Competition team and player registration.
6. Responsible for implementing the Board's plan for Comp Player Tryouts and the Comp Team selection process 10U-18U.
7. Determine, through the budget process, the cost associated with player registration in the Mustang Hockey Competition Program.
8. Provide liaison with other youth hockey association competition programs, leagues, and arenas.
9. Be a member of the Tournament and Discipline committees.
10. Will be available and accessible for any comp program needs throughout the season.
11. Work with MHA Office Manager to ensure all Coaches are certified as required for their divisions, are listed appropriately with USA Hockey, background checks are up to date, and SafeSport is up to date.
12. Be the third step in channeling concerns at the team level prior to the Board level.
13. Ensure program page on the MHA website is kept up to date.
14. Keep up to date with Team Alaska/Selects/Juniors camps, events, and activities.
15. Work with MHA Office Manager to create and distribute end-of-season coaching survey. Review and share results as needed. Use information to inform future coaching placements.
16. Provide coaches with Coaching Responsibilities Protocol and any updates from Alaska State Hockey Association and/or USA Hockey.

Section 10

6U/8U Mite Program Director shall:

1. Must have hockey experience as a player, coach, or both.
2. Plan the structure of the 6U/8U program for all Atom, Red, White, and Blue teams.
3. In conjunction with the other program directors, be a member of the Coach Selection Committee and make recommendations to the Board for approval of primary coaching assignments at the April Board meeting.
4. Assist Registrar with player registration/check-in at the time of evaluations.
5. Responsible for implementing Evaluation process for 8U.
6. Provide liaison with other youth hockey association competition programs, leagues, and arenas.
7. Be a member of the Tournament and Discipline committees.
8. Will be available and accessible for any 6U/8U program needs throughout the season.
9. Work with MHA Office Manager to ensure all Coaches are certified as required for their divisions, are listed appropriately with USA Hockey, background checks are up to date, and SafeSport is up to date.
10. Be the third step in channeling concerns at the team level prior to the Board level.
11. Ensure program page on the MHA website is kept up to date.
12. Work with MHA Office Manager to create and distribute end-of-season coaching survey. Review and share results as needed. Use information to inform future coaching placements.
13. Provide coaches with Coaching Responsibilities Protocol and any updates from Alaska State Hockey Association and/or USA Hockey.
14. Assist Tournament Committee with planning and execution of MAC Attack Tournament.

Section 11

Office Manager/Registrar shall:

1. Have charge of such books, papers, documents, and correspondence except those of a current and required financial, registration, or insurance nature or as the Board may direct.
2. Be a paid staff position under contract providing administrative support and Registrar services to the Association as directed by the Board.
3. Be primary source of MHA communication to the General Membership.
4. Schedule master ice allocation from MAC to teams and for special programming or appoint a qualified replacement.
5. Handle ice schedule changes during the season.
6. Be one of two points of contact with MAC General Manager.
7. Schedule dryland room.
8. Create registrations for seasonal play as well as special programming.
9. Maintain Association website or appoint qualified assistant/replacement.
10. Host initial Manager meeting and serve as a point of contact for all managers.
11. Ensure coaches and volunteers are compliant with all ASHA and USAH requirements.
12. Create Contact lists for Comp and House.
13. Enter players, coaches, and volunteers into USA Hockey portal and create teams.
14. Organize scholarships for Board review by September meeting.
15. Work with Treasurer, and Public Relations supervising all sponsorship activities, ensuring website, banners, and other documents are up to date.
16. Surveying membership for Coach and Association feedback, collecting and disseminating information to pertinent program directors and President.
17. Work with Public Relations to develop and maintain Volunteer Database and ensure formal volunteers complete background check and SafeSport.
18. Handle Board nominations and shall be charged with the responsibility of reviewing such rules and policies as may be necessary to run the election. (See Appendix A).

Article VII: Available Committees

Section 1

The following are Available Committees of the Board. In addition, ad hoc committees may be appointed by the President for specific purposes when required. All committees shall coordinate directly with the appropriate officers and committees necessary to accomplish their directed tasks. Committees may appoint sub-committees for specific purposes which may contain members not on the Available Committee; however, they will be chaired by a member of the Board. The Chair shall nominate to the Board, Members of the Finance, By-Laws and Handbook, Discipline, Tournament, Fundraising, and Future Planning Committees. The Chair may appoint all members of sub-committees.

Section 2

Finance Committee shall:

1. Prepare the annual and revised budgets of the Association and conduct special cost studies or financial examinations as directed by the Board.
2. Submit the proposed annual budget to the Board no later than the first meeting of the Board during the month of June each year.
3. Present the revised budget to the Board no later than the first meeting of the Board in December of each year.
4. Be chaired by the Treasurer and shall also consist of the Secretary and Vice President, and not less than two additional Members.

Section 3

Tournament Committee shall:

1. Plan, organize and conduct all MHA hosted tournaments.
2. Make recommendations to the Board and General Membership concerning MHA teams participating in non-MHA sponsored tournaments.
3. Be chaired by the Vice-President and shall also consist of the House Program Director, Competition Program Director, Girls Coordinator, 6U/8U Program Director, Secretary, and not less than three additional members.

Section 4

By-Laws and Handbook Committee shall:

1. Review and prepare any revisions to the MHA By-Laws and Association Handbook for presentation for the General Membership by August 1 of alternating years.
2. Publish the Association Handbook and make available at the time of player registration.
3. Be chaired by the Secretary and shall consist of the Vice-President and not less than three additional Members.

Section 5

Discipline Committee shall:

1. Ensure that the standards of conduct as set forth in USA Hockey rules as supplemented by the MHA are enforced.
2. Have the authority to impose such penalties as required to accomplish this purpose. These penalties are considered binding on all Members, players, and coaches at the time of award and are subject to review under Article II, Section 4 and Article IV, Section 1c.
3. Submit a report of all findings to the Board for review.
4. Submit a report of all findings to the Office Manager.
5. Be chaired by the President and shall consist of three additional Members including at least one program coordinator.

Section 6

Fundraising Committee shall:

1. Meet and conduct fundraising activities for the financial benefit of MHA as a whole.
2. Fundraising activities will be approved by the Board and will support the fundraising goals set annually by the Committee Chair and Board.
3. Special Fundraising with MHA includes but not limited to:

- i. team organized/initiated efforts, recipient of net funds.
 - ii. MHA organized/initiated efforts, funds TBD prior.
 - iii. charitable gaming which can be for teams OR association, recipient of 75% net funds for teams and net funds minus permit tax for association
 - iv. events including a fundraising aspect (tournaments), funds TBD prior.
4. Assist fundraising efforts at tournaments.
5. Be chaired by an ex-officio member, chosen annually in June/July, elected by majority vote of the Board, including Public Relations, Treasurer, and a minimum of 3 other committee members.
6. Form sub-committees, or working groups, to organize and host Pucks and Pints annually.
7. Attend monthly meetings to give committee update or report digitally.

Section 7

Future Planning Committee shall:

1. Conduct studies and formulate long range plans for the future of the MHA. A five-year plan to include funding requirements shall be submitted to the General Membership at the Spring General Membership Meeting. This plan shall address the period 2 to 6 years in the future. The guidelines for this plan shall be approved by the Board. The Board may also direct this Committee to conduct any study, except cost studies, affecting the future of MHA.
2. Be chaired by the President and shall consist of four additional members.

Section 8

Coach Selection Committee shall:

1. Seek out applicants and propose recommendations to the Board for approval.
2. Advertise a need for coaches via MHA platforms.
3. Create online application open from the February Board Meeting to March Board Meeting.
4. Contact interested parties as needed.
5. Schedule and hold candidate interviews as needed.
6. Meet as a committee to review each renewal request along with new applicants.
 - i. Returning coaches, who have received a favorable evaluation, will receive preference for their present position. Renewal procedure will be based upon job performance, evaluations of duties and responsibilities assigned to the coach, placement needs, and available applicants.
 - ii. If the present coach is not retained, or if the present coach does not apply, a vacancy will be declared for that position.
 - iii. Lower-tiered coaches, or those wishing to move up with their players, will receive first consideration for vacant positions.
 - iv. In Association applicants will receive preference over out of association applicants.
 - v. Non-parent applicants will take preference for Comp.
7. Make recommendations to the Board concerning primary coaching selections prior to vote.
 - i. Approval of head coaches shall be made at the sole discretion of the Board via a vote, at the April Board meeting, on the recommendations put forth by the Committee.
8. Consider a prospective coach's overall support of the organization, leadership of team and staff, interaction with players and parents, technical competence, ability to develop skills, and dedication to the program and its goals.
9. Be chaired by the President and include House Coordinator, Girls Coordinator, Competition Program Director, and 6U/8U Program Director.

Section 9

Tryout/Evaluation Committee shall:

1. Responsible for implementing the Board's plan for Player Tryouts and Evaluations for team selection process 10U-18U.
2. Work in conjunction with coaches and other program heads to correctly evaluate and place players on appropriately skilled team.
3. Work in conjunction with coaches and other program heads to correctly determine level of play for each team.

Article VIII: Meetings

Section 1

A General Membership Meeting shall be held on an annual basis, in May of each year. Elections will be started within 15 minutes of the scheduled meeting start time. If a quorum of 15 members is not reached by such time the Board will have the authority to appoint Board members for a one-year term. No proxy voting shall be allowed.

Section 2

Special meetings of the General Membership may be called as needed by the Board at a time and place to be specified by the President.

Section 3

The Secretary/Office Manager shall notify all General and Associate Members of any General Membership meeting at least 30 days in advance.

Section 4

The President may call a meeting of the Executive Board when deemed necessary and when dealing with sensitive issues or information. Proceedings of the meeting shall be recorded by the Secretary, then sanitized and attached to the next Board meeting minutes.

Article IX: Nominations and Elections

Section 1 Elections for Board Members shall be held once each year during the Spring General Membership Meeting.

Section 2 Nominations shall open no earlier than ninety (90) days before the announced date of the Spring General Membership Meeting and no later than thirty (30) days before the meeting. Nominations shall close ten (10) days prior to the Spring General Membership Meeting.

Section 3 Nominations for all offices shall be submitted to the Office Manager via the official MHA application link. Each nomination must include a short biography of the candidate, which will be distributed to all members. Any Member in good standing is eligible to be nominated, provided their name and biography are properly submitted through the designated process.

Section 4 Voting shall be conducted by confidential email ballot. The email ballot system shall open seven (7) days prior to the Spring General Membership Meeting and shall close at 5:00 p.m. on the day of the meeting.

Section 5 The candidate receiving the highest number of votes for each office shall be elected. No Member may vote for any candidate more than once for the same office.

Section 6 Each Member shall be entitled to one vote per office being contested.

Section 7 The Office Manager and one (1) Board Member who is not up for election shall count and verify the ballots.

Section 8 The results of the election shall be announced before the conclusion of the Spring General Membership Meeting.

Section 9 In the event of a tie vote, paper ballots shall be cast by those Members in attendance at the Spring General Membership Meeting. The President shall vote only in the event of a second tie.

Section 10 The Office Manager shall be responsible for reviewing and implementing all rules and policies necessary to conduct the election (see Appendix A). All such rules and policies must be approved by the Board. The Office Manager shall advertise for candidates and prepare a slate of nominees, which may include all offices (see Section 3).

Article X: Contracts and Agreements

Contracts and Agreements

The Board shall have the sole authority to enter into contracts and agreements in the name of the MHA and shall be approved by a majority vote of the Board. Such contracts and agreements must bear the signature of the President in order to make such contracts or agreements binding upon the MHA.

Article XI: Expenses

Section 1

Any member, at the direction of the Board, is to be reimbursed for all prior approved expenses incurred in the name of the MHA, provided they are presented for payment to the Treasurer no later than 60 days after the expense was incurred. A receipt for goods or services must accompany the request for payment. A certified statement may be accepted in lieu of a receipt for unusual circumstances. The MHA shall not be liable for unauthorized expenses. Anyone making unauthorized purchases may not be reimbursed.

Section 2

All expenses are subject to the approval of a majority vote of the Board unless they have been approved prior in the approved annual budget. Any purchases exceeding \$250 must be approved by one of three valid MHA signers.

Article XII: General

Section 1

Fiscal and Accounting Year: MHA fiscal and accounting year shall be from May 1st through April 30th the following year.

Section 2

Checks: All checks issued by MHA must be signed by any one of the three valid signatures, President, Vice-President, or Treasurer, with the exception of checks exceeding the value of \$500. In this situation, MHA requires two signatures. Most transactions go through Bill.com.

Section 3

The President shall ensure that this bond is executed on July 1st of each calendar year, or upon its expiration.

Section 4

Audits: All books, including General and Sub-Accounts, of MHA shall be audited annually during the month of July by a reputable Public Accountant or equivalent. An MHA member or Director may, with Board approval, perform this function as long as they do not possess one of the valid signatures to execute checks.

Section 5

Membership in USA Hockey: MHA shall maintain membership in USA Hockey and shall recognize its rules and the standardization and governing authority for play within MHA. MHA may supplement USA Hockey rules as required; however, if a conflict exists between USA Hockey rules and MHA rules, then USA Hockey rules prevail.

Section 6

Membership in State Association: MHA shall maintain membership in the Alaska State Hockey Association. Appointment shall be made of a Board Member to serve as MHA's official "State Board Representative" at all ASHA Board Meetings. This representative shall be appointed the first meeting after the Spring General Membership meeting. They shall report following ASHA's Board meetings to MHA Board.

Article XIII: Policy

Section 1

Changes to the Handbook and By-Laws may only be amended by a majority vote of Board after two previous readings. Changes from the Board will be shared with General Membership for a period of feedback, concluding one month prior to the Spring General Membership meeting. Feedback will be considered, and updates made as necessary at the Spring General Membership meeting.

Proposed changes to these By-Laws from Membership must be submitted directly to the head of the By-Laws and Handbook Committee, the Secretary unless otherwise appointed, for consideration and approval of a simple majority of the board 30 days prior to the general membership meeting in May,

Section 2

Policies, rules, and regulations to supplement these By-Laws shall be devised for the purpose of clarity and uniformity according to the provisions set forth in Section 3 of this Article.

Section 3

Policy changes and temporary rulings, as approved by a quorum of the Board, shall be in the form of an announcement issued by the MHA Secretary and/or MHA Office Manager. These policy changes and temporary rulings shall be considered binding upon the general membership and the board immediately upon the date of issuance.

Section 4

It is the responsibility of all Members to read any announcements issued by the MHA Secretary and/or MHA Office Manager.

Section 5

The order of business and/or procedures of any Board Meeting or General Membership Meeting called, or any subject not covered by these By-Laws or noted in Board minutes, shall be subject to "Robert's Rules of Order Revised" which shall serve as the official guide. Should there be a conflict with these By-Laws and/or "Robert's Rules of Order Revised," these By-Laws shall prevail.

Section 6

The President has the responsibility to develop and set procedures. The authority to complete these tasks may be delegated.

Article XIV: Indemnification of Officers, Directors and Employees

The Corporation shall indemnify any person made a party to an action, suit, or proceeding, whether civil or criminal, by reason of the fact that they are or were an Officer, Director, or Employee of the MHA, or served in such a capacity upon reasonable costs of settlement of any action, suit or proceeding, that the Officer, Director, or Employee is liable for gross negligence or willful misconduct in performance of duty of this Corporation.

Article XV: Certification

Adopted by a majority vote of the Board Members on August 13, 2014.

Robert's Rules of Order - Summary Version

The assembly rules - they have the final say on everything! Silence means consent!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution, if no committee exists include the size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution, if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/ action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session.
- exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred.
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" -

informal debate as if in committee; this committee may limit number or length of speeches or close de- bate by other means by a 2/3 vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

Appendix A:

Process for Election of Board Members in May:

- Elections begin within first 15 minutes of General Membership meeting.
- Requires a quorum of 15 members.
- Begin with first position listed on agenda.
- If Incumbent has held position for 2 or more terms, they must step down if there is another qualified candidate.
- Incumbent who has served only one full or partial term will choose to either run or step down.
- Candidates, to be considered for vote must submit their name prior to the meeting via the application link. Nominations shall close 72 hours prior to the time of voting.
- If there is only one candidate, they take the position.
- If there are 2 or more candidates, the vote will occur immediately after each candidate gives a one (1) minute speech.
- Candidates will be voted upon using secret ballot, also in order.
 - Each General Member (per Article II, Section 2) is allowed one vote.
 - General Member is any parent/guardian with a player registered in MHA or a coach of MHA.
 - Board Members are allowed one vote each.
- The Office Manager and one (1) Board Member (not up for election) will count and verify vote.
- A candidate must receive a simple majority to be elected.
- Winners will be announced immediately.
- In the case of a tie vote, a revote will occur with Board members only, following handbook policy if another tie occurs.
- Newly elected members shall take office at 12:01 a.m. on the 7th day following the election.
- Transfer of powers as well as goods, materials, passwords, and so on should occur during that 7-day window.

Appendix B:

Guidelines for Conducting Business Online

Making a motion:

- Discussion can precede or follow a motion.
- A board member needs to make an actual motion; the motion should include a suggestion for discussion time.
- The Secretary (or relevant board member) will send out the motion to the seated ASHA board members.
- All discussion must follow the same email thread; other emails should not follow this thread.
- Before discussion and voting, the motion needs to be seconded by a seated board member.

Discussion:

- There should be a minimum of three days for discussion unless all agree to a shorter timeframe in writing.
- The President or maker of the motion should send a summary of points and reminder that the motion is on the table.
- Discussion time can be extended by simple majority of all board members.

- When adding to discussion, be sure to Reply to all.

Making Amendments to a Motion:

- If amendments are deemed friendly by the maker of the motion, discussion then moves to the amended motion.
- If amendments are not friendly, then the proposed amendment will be discussed and voted on.

Voting:

- MHA always strives for consensus; however, if after discussion we cannot achieve it, then we will vote.
- In the case of a vote, the President or maker of the motion circulates a new email with a new subject. The subject should say “MOTION: (topic)” Seated board members vote by directly responding to the message indicating “yes”, “no” or “abstain.” Board members are not encouraged to abstain from voting and may be asked to explain the abstention.
- All motions will be noted at the next board meeting.
- In situations where there is a lot of discussion and conducting the discussion via email becomes too hard to follow, there is an option to stop the electronic voting process and postpone to the next board meeting (or request an emergency meeting). This circumstance would require at least three members make the request to the President (or his/her delegate)

Suggestions:

- Discussions need to follow the same thread/subject line. So always respond to the latest email in a given thread and Keep the Subject Line the Same.
- Keep it concise and clear, short emails; use bullet points.
- Indicate at the start what the email is about: a title, a summary, etc.
- Always include your name on the email.
- Ideally, an electronic vote should be used for simple votes where there is not a lot of discussion.

Appendix C:

Dryland Room General Information

1. Dryland training is a benefit to all MHA teams and provided at no additional cost.
2. As this is free for all teams, teams/players found not following the rules will no longer be allowed to use the facility.
 - a. Teams/players will be held responsible for repairs for damage caused by abuse of the equipment.
3. Head Coach will be assigned a key fob for entrance into the dryland room. This will be returned at the end of the season. Coaches not returning a fob may incur a fine.
4. Coaches will be responsible for team workouts and developing training program.
 - a. The Dryland Training Room Manager is available to help coaches develop training programs and assist teams during their use of the room.
 - b. CURRENT DRYLAND TRAINING ROOM MANAGER: Matthew Kirby
 - i. Responsible for inventory and functionality check of equipment during the regular season

Scheduling

1. All MHA teams will conduct scheduling via the CROSSBAR platform.
 - a. Scheduling the Dryland Training Room is for MHA TEAMS only.
 - i. Mon-Fri: 4-9pm

- ii. Sat-Sun: 8:30am - 9:30pm
 - b. Consult the Dryland Calendar from mustanghockey.com under 'Teams'. Email MHA Office Manager your requested date/time, including team name and duration of use.
 - i. Team Managers will need to add to their team's schedule.
 - ii. Highly recommended to consult MAC turf schedule, specifically for soccer games.
 - iii. If turf and track are in use by paying customers, they cannot be used for dryland.
 - iv. Coaches must schedule dryland to finish 30 min before ice time starts.
 - v. Coaches must ensure 10 minutes for cleaning between dryland sessions when scheduling.
2. The MAC staff will open the Dryland Training Room for your team's scheduled time.
3. The MHA Office Manager will send the MHA dryland schedule to the MAC Ice Scheduler for coordination.
4. Starting 2022-2023 season: To allow teams equal access to the facility, each team (8U and above) will be assigned one time per week to use the facility.
 - a. Teams can schedule additional times at their coach's discretion.

Usage and Rules

1. Coaches must complete the following with every use:
 - a. Inventory and confirm all equipment still accounted for and in good condition.
 - b. Clean up after your session, check the area for items left by your team.
 - c. Complete clean-up checklist provided in Dryland Training Room
 - d. Ensure door is locked and, if applicable, return key
 - e. Head coach must be last to leave the room.
2. Be informed of, and enforce, the Dryland Training Room Rules (see attached)
3. YOUTH PRACTICE REQUIREMENTS
 - a. Completed waiver (MHA existing waiver counts)
 - b. Hockey gloves (for shooting/stickhandling area)
 - c. Hockey stick
 - d. Water bottle
 - e. Athletic clothing = no jeans, cargo shorts, khakis, etc.
 - f. DRY athletic shoes = no sandals, crocs, boots, etc.

Appendix D:

MHA Locker Room Policy

In addition to the development of our hockey players and the enjoyment of the sport, the safety and protection of our participants is central to MHA's goals. MHA adheres to USA Hockey's SafeSport Program to help protect participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct in our locker rooms, MHA has adopted the following locker room policy. This policy is designed to maintain personal privacy while reducing the risk of misconduct in locker rooms.

Locker Room Facilities

At the MAC, there are four locker rooms available for MHA's use. Each locker room has its own restroom and shower area. When MHA teams play at other arenas, locker room facilities vary. MHA team managers will provide information about these locker rooms in advance of away games as needed. Parents should plan for extra time and flexibility to help their child dress, undress, and shower as needed when visiting unfamiliar facilities.

Locker Room Monitoring

MHA has predictable use of locker rooms and changing areas (e.g., typically 30-45 minutes before and after practices and games). This allows for direct and regular monitoring of locker rooms. While constant monitoring inside locker rooms is not always practical, a coach or screened locker room monitor will conduct a sweep of the locker room before players arrive. If coaches are not inside the locker room, a coach or screened monitor will be posted directly outside the locker room. The locker room doors may be left open when privacy can be maintained, allowing only participants (coaches and players), approved team personnel, and family members to enter. Team personnel will secure the locker room when the team is on the ice.

Parents in Locker Rooms

Except for younger players (e.g., Mites or Squirts), MHA discourages parents from entering locker rooms unless necessary. If a player requires assistance with equipment, injury care, or if a player's disability requires assistance, parents should inform the coach beforehand.

For the youngest age groups, parents may assist players with dressing. Coaches may request that parents leave briefly before and after games to allow the coach to address the players. As players get older, the coach may prohibit parents from the locker room at their discretion.

Mixed Gender Teams

Some MHA teams have both male and female players. MHA is committed to respecting the privacy of all players and will make appropriate arrangements to accommodate them.

MHA maintains a minimum attire policy when male and female players sharing one locker room. All players should arrive at the rink wearing their hockey base layers or shorts and t-shirts under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of undress. If possible, male and female players will change in separate locker rooms and meet together for team discussions before and after games. If separate locker rooms are unavailable, players will take turns using the locker room. These arrangements may require players to arrive earlier or stay later to dress, but they are essential for respecting player privacy.

Phones and Other Mobile Recording Devices

Players may not have phones and other mobile devices with recording capabilities (including voice recording, cameras, and video cameras) in the locker rooms. If phones or devices must be used, they should be taken outside the locker room. The team manager may also collect phones during this time if necessary.

Prohibited Conduct and Reporting

MHA prohibits all forms of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, as outlined in the USA Hockey SafeSport Handbook. Any participants, employees, or volunteers in MHA who violate these locker room policies or engage in misconduct will be subject to disciplinary action. Reports of violations or suspected misconduct can be made by emailing USA Hockey at SafeSport@usahockey.org or by calling 1-800-888-4656.

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Mustang Hockey Association
PO Box 773904
Eagle River, AK 99577
(907) 691-4660
www.MustangHockey.com