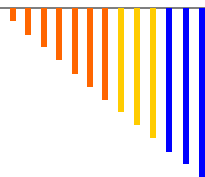




**Mustang Hockey Association
Membership Handbook
2012-2014**



Providing Youth Hockey to the
Chugiak and Eagle River
area since 1983

2011-2012 Board Members

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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 the Lady Mustangs 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 great 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 Squirt through Midget 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 Mustang Hockey Association 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 Mustang Hockey Association 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 Mustang Hockey Association. 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 Mustang Hockey Association 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 past twenty-five 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 11 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. Anyone wishing to address the Board on an issue may do so by contacting the MHA Secretary and submit in writing items for the agenda at least three days prior to meetings. Board meetings are held the second Wednesday of the month. Attempts to resolve problems through the lowest level should be made before addressing the Board.

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 may dual participate under the guidelines set forth by USA Hockey and ASHA. Request for dual participation shall be directed to the appropriate Program Coordinator.

Registration

Competition team player registration/tryouts take place in August and House team player registration/evaluations take place in August 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 we try to meet the needs of all requests to play with MHA we cannot guarantee anyone a position on any team. Our policy is first come, first served. Registration is also dependent upon no outstanding debts remaining with MHA, or any other Alaska association, from previous seasons and return of all previously borrowed MHA equipment.

Payment is due at the time of registration. A waiver of the registration fee applies to the 4th player and up for the same family. The fee structure is full cost for the first player (at the highest cost) with the 2nd and 3rd player per family receiving a 10% discount. MHA registration closes December 31st or sooner if team rosters are filled. The birth year of the child determines divisional placement.



2011-12 SEASON AGE CLASSIFICATIONS

USA Hockey Playing Season: September 1, 2011 through August 31, 2012

YOUTH TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1993	18 Years	Midget 18 & Under
1994	17 Years	Midget 18 & Under
1995	16 Years	Midget 16 & Under
1996	15 Years	Midget 16 & Under
1997	14 Years	Bantam 14 or Under
1998	13 Years	Bantam 14 or Under
1999	12 Years	Pee Wee 12 or Under
2000	11 Years	Pee Wee 12 or Under
2001	10 Years	Squirt 10 or Under
2002	9 Years	Squirt 10 or Under
2003	8 Years	Mite 8 or Under

No USAH registration fee 2005 and younger
(6 & Under)

GIRLS' & WOMEN'S TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1992	19 Years	19 or Under
1993	18 Years	19 or Under
1994	17 Years	19 or Under
1995	16 Years	16 or Under
1996	15 Years	16 or Under
1997	14 Years	14 or Under
1998	13 Years	14 or Under
1999	12 Years	12 or Under
2000	11 Years	12 or Under
2001	10 Years	10 or Under
2002	9 Years	10 or Under
2003	8 & Under	8 or Under

No USAH registration fee 2005 and younger
(6 & Under)



2012-13 SEASON AGE CLASSIFICATIONS

(Next Season)

USA Hockey Playing Season: September 1, 2012 through August 31, 2013

YOUTH TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1994	18 Years	Midget 18 & Under
1995	17 Years	Midget 18 & Under
1996	16 Years	Midget 16 & Under
1997	15 Years	Midget 16 & Under
1998	14 Years	Bantam 14 or Under
1999	13 Years	Bantam 14 or Under
2000	12 Years	Pee Wee 12 or Under
2001	11 Years	Pee Wee 12 or Under
2002	10 Years	Squirt 10 or Under
2003	9 Years	Squirt 10 or Under
2004	8 Years	Mite 8 or Under

No USAH registration fee 2006 and younger
(6 & Under)

GIRLS' & WOMEN'S TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1993	19 Years	19 or Under
1994	18 Years	19 or Under
1995	17 Years	19 or Under
1996	16 Years	16 or Under
1997	15 Years	16 or Under
1998	14 Years	14 or Under
1999	13 Years	14 or Under
2000	12 Years	12 or Under
2001	11 Years	12 or Under
2002	10 Years	10 or Under
2003	9 Years	10 or Under
2004	8 & Under	8 or Under

No USAH registration fee 2006 and younger
(6 & Under)

Refunds

All registration fees paid to MHA are non-refundable with possible exceptions for medical and military reasons.

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.

Health Conditions

Any health or physical impairment which will affect performance in any way must be noted on the registration form. (Examples, include but are not limited to: asthma, epilepsy, visual or auditory impairment, mental or psychological disorders).

Insurance

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 coach immediately. The coach or team manager will follow up by completing both MHA's and USA Hockey's Incident Report Form. A statement from a physician, if seen, stating when your child may skate again will be required to be turned in to the coach. Any questions should be addressed to the team manager or registrar. *Both Incident Forms are available on the website.

Pictures

Team pictures are taken after the teams are established and rosters set.

Parents Responsibilities

Parents should provide the 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.

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 or a Board member.

Questions and Problems

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

- 1) Team Manager
- 2) Coach
- 3) Coach Coordinator
- 4) House, Girls or Competitive Program Director
- 5) MHA Board of Directors

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.

Scheduling

Due to availability of ice, it is necessary that 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 and that game shall be played.

Patches (There are 3 kinds of patches)

Shut Out for goalies—zero goals in a game.

Hat Trick—3 goals in a game.

Play Maker—3 assists in a game.

MHA will provide goalies with one patch per season. MHA will provide one of each kind of patch per player per season. A player may earn a hat trick and a play maker patch in the same season. If a player earns a patch more than once a season, additional patches may be purchased by the Team Manager or player.

To Order a Patch from MHA

Team Managers are to place a copy of the game score sheet in the Office Manager/Registrar's folder at the Harry J. McDonald Center with a request that includes the player's name and patch that was earned. The Office Manager/Registrar will review and respond to the Team Manager

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.

- *helmet with face mask
- *mouth piece (colored for U12 Division and Up)
- *shin pads and elbow pads
- *shoulder and chest pads
- *hockey gloves
- *hockey pants
- *athletic supporters with hard plastic cup (male)
- *pelvic protector (female)
- *hockey socks and garter belt
- *jersey (provided by MHA)
- *hockey skates
- *hockey stick
- *neck guard

Goalkeeper gear (not required for Mini Mites) is provided by MHA as needed. It must be signed out from the Equipment Manager and returned at the end of the season. 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, he 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.

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. Any exceptions to this rule must be approved by the Division Coordinator and the Player Agent.

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 timekeeper and scorekeepers. 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. All present referees shall sign the score sheets to make the games official. Score sheets shall be deposited, within 72 hours, within the designated area. Coaches should retain a copy of the score sheet for their team records.

Season

The season of the House teams starts in September for Tier III, October for Tier IV and Atoms/Mini Mite practices. It finishes in March, usually with a tournament. Competition teams start practices in August or early September. Tryouts for competition teams are held in August.

Location of Games

The majority of games and practices are held at Harry J. McDonald Memorial Center or Palmer Ice Arena. Some games are held elsewhere in the Anchorage Bowl area due to hosting by other associations or tournaments.

As nearly as possible, each team is given an equal amount of ice time. If available, additional ice time may be purchased by any team willing to pay for it.

Length of Games

League games are normally played with a stop clock. A short warm-up period of 3-5 minutes precludes the games. The normal length of each period is 10-15 minutes with three periods to a game. If more time is available or time is running out, the third period will be adjusted accordingly. Either a one hour or one hour and fifteen minute block of time is allowed for games.

Coaches

All MHA House team coaches are volunteers. All MHA comp coaches receive a stipend for their services. MHA coaches are encouraged to attend annual clinics sponsored by USA Hockey. Cost of the clinics is reimbursable through MHA. Please help make the job of your child's coach easier by arriving at practices and games on time.

Team Managers

The job of the team manager is to manage the team off the ice. His or her specific tasks are to notify parents of schedule changes, make phone calls, field questions, arrange for score and time keeping, delegate duties to other parents and otherwise make the coach's job easier. The team manager provides a liaison between parents, the coach and board members of MHA. Team managers are responsible for notifying the MHA President, Division Coordinator and MHA's Coach Coordinator of any incident, by means of the official MHA incident report form, which could be perceived as embarrassing to MHA or which could result in action by a discipline committee.

Referees

A referee or referees shall be appointed thru AHO to officiate at each game except at the Mini Mite level. A coach shall be required to referee at Mini Mite games. Each team is responsible for ordering referees for exhibition and League games. (www.hockeyref.net)

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.

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 he is 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 sponsors one State Championship Tournament for both the House and Competition Teams in the Mite Division and above, to be determined by the Alaska State Hockey Association during the annual meeting held in April. Participation in other tournaments is allocated by the Tournament Committee. It is the goal of MHA that each team be given an opportunity to participate in a post-season tournament.

Fundraising

The 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

The 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. For additional information please contact the Public Relations Coordinator.

Contributions

MHA is a non-profit organization and will gratefully accept donations and contributions in any amount. Donations to an individual player are not tax deductible.

Special Fundraising

Teams wishing to conduct individual fund-raising activities in the name of MHA shall present the proposal to the Public Relations Coordinator for approval prior to conducting the activity.

Conduct

Sportsmanship

Fair play is to be stressed at all times for the coaches, the participants and 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 re-played or restarted without approval from the MHA Discipline Committee in accordance with USA Hockey rules.

Rink

There shall be no skating on the hockey rink between periods during MHA league, tournament or traveling games by anyone other than players of the competing teams. There shall be no puck shooting on the rink 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.

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 favorites, clappers and whistles.

Drinking/Tobacco/Mind-Altering Substances

No coach shall use tobacco, drink or use mind-altering substances while engaged in a MHA game or practice. Nor will a coach appear at a 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 event 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 or obscene language or gestures is not allowed on or near the rink by players, coaches or spectators. Violators may be removed and reported to the Disciplinary 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 scoresheet. 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 standing Discipline Committee shall be formed by the Coach Coordinator 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. Decisions may be appealed to the Board of Directors.

Discipline Policies

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 one game for each penalty, and reviewed by MHA Discipline Committee.

Gross Misconduct: Suspension until further notice and automatic review 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.

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

Showing up at a game or practice 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 one game for each penalty.

Gross Misconduct: Suspension until further notice and automatic review 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 illegal drugs or alcohol at games and 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 on 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 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. Discipline Committee decisions may include but are not limited to the following actions:

1. Dismiss the complaint.
2. A letter of warning may be issued to the offending party.
3. The offending party may be restricted from MHA activities.

House Program

MHA has adopted the USA Hockey founded "Mite Development Program." The overall objectives of the USA Hockey Model Program are to provide:

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

The MHA House program has two categories of players:

1. Initiation (Atoms/Mini-Mites)
2. Recreational (Co-Ed/Lady Mustangs)

Initiation Level (Atoms/Mini Mites)

Included in this level are typically 4, 5 and 6-year-old players, beginner 7 & 8-year-old players can be considered on a case-by case basis. 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 three minute line shifts. One coach per team is allowed on the ice during the scrimmage. This is considered a beginning level with lots of fun for everyone!

Recreational Level (Co-Ed/Lady Mustangs)

U8 Mites – Players are 7 and 8 years old. Approximately one-third are beginning skaters. This is the first division that statistics and scores are kept. The players have certified referees at their games and are subject to all the playing rules of hockey.

U10 Squirts – These children are 9 and 10 years old. The competition gets tougher at this age. Children at this age pick up rules and team play quickly and enter into the competitive spirit.

U12 PeeWees – These children are 11 and 12 years old. The sense of competition and game sense is definitely heightened at this level. Some players still begin their hockey play at this age and others have played as long as 9 years.

U14 Bantams – 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 junior high or high school hockey.

U16/U18 Midgets – These young adults are 15, 16, 17 and 18 years old. Many of these players are involved in high school hockey.

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. When a House division is tiered it will consist of a Tier III and Tier IV level.

Evaluations

Evaluations are used as a basis for team selection and tiering. An Evaluation Committee observes the players during evaluations for scoring of skills and level of play.

Team Assignments

Selection of teams takes place as soon as practical after registration. In the “tiered” divisions, Tier III level is selected first. All remaining players will be assigned in turn by the Evaluation Committee. 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 a Tier III team and the other to a Tier IV team, and they wish to skate

on the same team, they must skate on the Tier IV team.) Teams at the same level are selected with the objective of keeping teams nearly equal in strength as possible. Every effort will be made to place Lady Mustang players in their respective age groups. However, depending on the number of registered Lady Mustangs, MHA may combine age levels in order to field teams in certain age groups.

Playing Up

Players wishing to “Play Up” into the next division must meet the following criteria:

1. Parents must submit a written request to the House Program Director.
2. The player is to be evaluated in his own division as well as the higher division. If not, he/she plays in his own age division.
3. If tiering exists, the player must be drafted by a coach of the higher division. If not, he/she plays in his own division.
4. Requests to play up after the season begins must be made to the Player Development Coordinator prior to December 1.
5. An evaluation and determination will be made by the Player Development Coordinator and both coaches.
6. No player will be allowed to move up after December 31.

The Player Development Coordinator should be contacted with questions or problems regarding “playing up.” As an alternative, parents should consider having a child try out 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, he shall be placed on a house team based on the following:

Tiered Divisions:

1. Prior to House Evaluations – Be evaluated with the rest of his/her age division.
2. After Evaluations – Be considered an upper level skill player.

Non-Tiered Divisions:

Team size and team need will be used to place the skater.

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.

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

1. A \$50 administration fee will be kept on the House side.
2. The player must return his/her House jersey, in reusable condition or pay the corresponding jersey fee.
3. A prorated fee for ice used while on the House team will be determined by the MHA Board and charged.
4. The Competition team registration fee will be transferred from House to Comp.
5. Remaining House registration fees after the above conditions have been met will be refunded to the player/parent.

Competition Program

The Competition Program is determined and directed by the Competition Program Committee, subject to the Board and General membership approval. The committee is structured to openly encourage participation and input from each team or group affected by the program. The purpose of the committee is to establish the structure for the program to thrive, provide support and resolve conflict. The committee has identified the following objectives:

1. Generate MHA and public awareness of the Comp Program
2. To advocate and demand sportsmanship
3. To field teams competitive with other state associations
4. To encourage interaction between coaches, team managers and the Committee
5. To provide a healthy atmosphere for advanced skill development
6. To promote play by established USA Hockey Rules

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 two practices and two or more games per week with older players generally having heavier schedules. Due to ice limitations ideal ice times are not always available. The two rinks MHA receives season ice allocations on are the Harry J. McDonald Center and the Palmer Ice Arena. 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 \$19,000 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 Pee wee age division and increases from one trip to two or more at the Midget age divisions.

Comp program coaches are paid a stipend dependent on their coaching experience with MHA. The first season with MHA a head coach's stipend is \$6000. Second season it raises to \$7500 and the third and all subsequent seasons it is \$9000. The head coach selects assistant coaches and determines their payment from the head coach stipend. Coaches are not paid on a "per session" basis but rather for the total season. Head coaches determine the breakdown of their season payment and are encouraged to space it with consideration to monthly billing amounts.

Comp teams are completely self reliant financially. Parents with players on comp 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." If a player ends the season with an unpaid balance all of the parents on the team will have to cover the unpaid debt. Once payment is received from the overdue player's account, reimbursement of the debt will be made to the team parents. 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 to submit ice payments to MHA. Teams not submitting payments after 30 days will be charged a \$50 fee in addition to their ice costs. Teams with payments 60 days past due will be charged a \$100 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.

Traditionally Competitive 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 family at the competitive level from Squirt through Midgets must provide a \$500 deposit to their player's Competitive team no later than August 20th.

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 Comp 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 or The Mustang Youth Hockey Association.

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:

1. To provide wholesome recreation and competition for all skill levels for area youth, through the sport of ice hockey.
 2. Offer the opportunity to play hockey to all interested no matter the barriers, including cost.
 3. To establish teams, leagues, rules and regulations governing the operations of the game.
 4. To foster, encourage and promote the principles of sportsmanship and fair play to all who participate in the sport of ice hockey.
 5. To associate with other ice hockey associations.
 6. To do all such things as are incidental or conducive to the attainment of the above objectives.
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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, sex, or creed, who meets the criteria below.

Section 2

A General Member is any parent or guardian who has registered a child as a participant in the MHA. Any team head coach who does not have a child registered as a player in the MHA is entitled to General Membership in the MHA from the date of his appointment through the last day of the current membership year.

Section 3

A General Member is entitled to one vote at General Membership meetings. Only one vote or signature on a petition is permitted 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.

Section 7

The membership year shall run from September 1st of one year through August 31st 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

Article III: Board of Directors

Section 1

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, House Program Director, Competition Program Director, Girls Program Coordinator, Coach Coordinator, Public Relations Director, Volunteer Coordinator and Player Development Coordinator. A member of the Board must be a general or associate member of MHA. If an Associate member of MHA is elected to the Board, he/she will retain voting rights. The Board is designated as a working Board and as such has the responsibility for ensuring the establishment and operation of assigned committees. The Board members are expected to be leaders in the MHA youth and adult hockey programs. Each board member is expected to attend every General Membership and Board meetings. (Article IV, Section I, #9)

Section 2

Each Board Member shall be elected for a period of two years. They shall take office at 12:01 a.m. on the 5th day following the election. Board Members shall be elected by a majority vote of the General Membership in attendance at the Spring General Membership Meeting according to the provisions of Article IX. Election of the President, Secretary, Public Relations Coordinator, Comp Program Director and Coach Coordinator shall be elected on even years. The Vice-President, Treasurer, House

Program Director, Girls Coordinator, Volunteer Coordinator and Player Development Coordinator shall be elected on odd years. If the President resigns, the Vice-President shall automatically become the President and a new Vice-President shall be elected pursuant to this section or pursuant to Article IV, section 1.d. If both the President and Vice-President resign, the Secretary shall assume the duties of the President and shall call a special election General Membership Meeting within 60 days to fill both vacancies, unless fewer than 120 days remain in the President's term of office, in which case the Secretary shall remain acting-President until the general election

Section 3

No joint offices shall be held in the MHA except for interim vacancies created by resignations which shall be filled by the procedures contained within these by-laws.

Section 4

Not more than one parent or guardian from each family may serve on the Board at the same time. Not more than one natural or adoptive parent of any player may serve on the Board at the same time.

Section 5

The Immediate Past-President of the MHA, unless otherwise elected, shall be an ex officio member of the Board, provided he completed his entire term of office.

Section 6

The Board shall meet at least monthly, usually the second Wednesday of the month, or more often as deemed necessary by the President of the MHA. In case of a meeting called by the President, notice of the meeting will be given by use of the telephone, email, webpage, or personal contact, at least 72 hours in advance. Board meetings are open to audit by the General Membership. An agenda for each board meeting shall be posted on appropriate bulletin boards at least 48 hours prior to each meeting. Any General Member wishing to present business to the Board must contact the Secretary at least 72 hours prior to the scheduled meeting to be placed on the agenda. There is no guarantee that unannounced topics will either get heard or resolved. 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.

Section 7

A quorum shall be half plus one of filled Board positions. Only Board Members are entitled to vote at Board Meetings. There shall be no proxy voting. If at any meeting there is less than a quorum present, the Meeting shall be rescheduled.

Section 8

All board members may serve only two consecutive terms, then will be required to take one year off. If there is an opponent after the board member serves his two terms, the board member will step down from his position. If there is no opponent, then the board member may serve another term.

Article IV: Board Authority and Responsibility

Section 1

The Board shall have the power to:

1. Guide the MHA in its efforts to improve player skills and appreciation of ice hockey as a participant sport and to help mold a socially acceptable competitive spirit in each player.
 2. Authorize all expenditures for operations.
 3. The Board shall have the power to 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 until the next Spring General Membership Meeting.
 5. Have immediate access to all books and records pertaining to the operation of MHA.
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6. Approve the hiring and termination of all employees of MHA. The Board may, however, delegate specific powers to Committee Chairmen, individual members of the Board, or Officers except as excluded in Section 2 below.
 7. Approve nominations for members of standing committees by Committee Chairmen for those committees requiring Board approval per Article VII, Section 1.
 8. Approve an annual budget NLT July 31st of each year and a revised budget NLT December 31st each year.
 9. Remove any Board member who has three(3) consecutive absences (excused or unexcused, with the exception of vacation, work related travel, or other extenuating circumstances to be decided by the Board), or after any combination of three(3) excused or unexcused absences subject to the reasons listed in this paragraph. The following are other reasons for the removal of a Board member:
 - A. When the Board member acts contrary to the By-Laws and/or constitution of MHA.
 - B. 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.
 - C. 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.
 - D. Theft, embezzlement, or failure to discharge assigned duties and responsibilities.Removal of the Board member requires the vote of the full Board.
 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.
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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 NLT 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 after which a new Vice President shall be elected.

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, Coach Coordinator, Public Relations Coordinator, Volunteer Coordinator and Player Development 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 his address shall serve as the Registered Office of the Corporation.
 7. The President's signature is one-of-four valid signatures for the execution of checks drawn on the MHA's checking account.
 8. The President's signature is one-of-four valid signatures authorized for the execution of contracts.
 9. 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.
 10. 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.
 11. The President is the Chairman of the Future Planning Committee.
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Section 3

The Vice-President Shall:

1. Assume all duties of the President in the event of the President's absence or resignation.
2. Maintain liaison with local schools, governmental agencies and other non-hockey organizations.
3. The Vice-President's signature is one-of-four valid signatures for the execution of checks drawn on the MHA checking account.
4. The Vice President's signature is one-of-four valid signatures for the execution of contracts.
5. The Vice-President shall be the chairman of the Tournament Committee and the Outdoor Ice Committee.
6. Shall be a member of the By-Laws and Handbook 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. 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.
 4. Be the Association Historian and shall be the custodian of the MHA archives.
 5. After terminating office, shall turn over said materials to successor.
 6. Insure 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.
 7. The Secretary's signature is one-of-four signatures authorized for checks drawn on the MHA checking account.
 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 Chairman of the By-Laws and Handbook Committee.
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Section 5

The Treasurer Shall:

1. Receive all monies paid to the Association, and shall have custody and control over all accounts and related books of the MHA subject to Board approval.
2. All monies received will promptly be deposited in the Association's account.
3. The Treasurer will normally disburse all funds drawn on the MHA account.
4. The Treasurer's signature is one-of-four valid signatures authorized to sign checks on the MHA account.
5. The Treasurer shall verify that all expenditures have been approved, either by the annual or revised budget or by the Board.
6. The Treasurer shall act as Chairman of the Finance Committee and submit to the Board (Article IV, Section 1,h) an annual and revised budget. The Treasurer is responsible for presenting a financial report at the first Board meeting of every month. The report shall consist of the current balance as of the end of the previous month, and an illustration of activity within the previous month.
7. The Treasurer shall prepare for the annual General Membership meeting, a financial report illustrating the activity since the last General Meeting and illustrating the current financial posture of the Association.
8. A fiscal, end-of-year close-out report, subject to audit, shall be prepared NLT 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 shall insure the auditor completes the required IRS report NLT July 31st of each year.
10. The Treasurer shall complete the bi-annual state corporation registered agent report.
11. At the completion of term of office the Treasurer shall conduct a joint audit with his successor and turn over all books.
12. Shall perform all duties incident to the Treasurer as directed by the Board and/or President.

Section 6

The House Program Director Shall:

1. Coordinate with Ice Scheduler indoor ice schedules and requests for ice time with the House Program Committee based on the approved House Program and shall then execute this program.
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2. Work with the Competition Program Director to coordinate a single request for ice time at the McDonald Center.
3. Act as liaison with other youth hockey associations, house programs, leagues and arenas. Attends all ASHA House Council meetings.
4. Responsible for implementing the Boards plan for House Player evaluations, the House Team selection process, and the Initiation Program.
5. In conjunction with the Coach Coordinator and Coach Selection Committee makes recommendations to the Board concerning primary coaching assignments for the House teams.
6. The House Program Director is one-of-four valid signatures authorized for the execution of contracts.
7. Shall be a member of the Tournament and Finance committees.
8. Is an ex-officio member of the House Program Committee and the Competition Program Committee.
9. Is Chairman of the House Program Committee.

Section 7

The Girls Coordinator shall:

1. Make recommendations to the Board and Coach Coordinator concerning all Girls Division coaching assignments.
2. Act as liaison with other Girls youth hockey associations, program, leagues and arenas; and shall attend ASHA Girls'/ Womens' Council Meetings.
3. Work with the House Program Director to conduct Girls Evaluations and/or the Comp Program Director to conduct Girls Tryouts.
4. Shall be a member of the Tournament, Discipline, House Program, Competition Program Evaluation and Player Development committees.

Section 8

Public Relations Coordinator shall:

1. Be responsible for publicizing activities, promoting public awareness of MHA, and coordinating awards and presentations.
 2. Publish a newsletter every month during the hockey season (September through April) and every other month during the off-season.
 3. Oversee the dissemination of information on the MHA webpage.
 4. Be responsible for supervising all fundraising activities to in-
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- clude concessions, and the sale of promotional merchandise. etc.
- 5. Be the Chair of the Fundraising Committee.

Section 9

Competition Program Director shall:

1. Serve as chairman of the Competition Program Committee.
2. Work with the House Program Director to coordinate a single request for area ice time.
3. In conjunction with the Coach Coordinator and Coach Selection Committee makes recommendations to the Board concerning primary coaching assignments for the Competition teams.
4. Provide liaison with other youth hockey association competition programs, leagues and arenas. Attends all ASHA Comp Council meetings.
5. Be responsible for the conduct of open competition team tryouts at each level which includes registration at the time of tryouts.
6. Signature is one-of-four valid signatures authorized for the execution of contracts.
7. Be a member of the Tournament, Finance and Fundraising committees.
8. Is an ex-officio member of the House Program Committee.

Section 10

Coach Coordinator shall:

1. Serve as chairman of the Discipline Committee.
2. Ensure the Discipline Committee is staffed with Competition and House Program representatives.
3. Serve as the chairman of the Player Advisory Committee and will select the Player Agent subject to Board approval.
4. In conjunction with the Coach Selection Committee, House and Competition Directors makes recommendations to the Board concerning primary coaching selections.
5. Ensure all Coaches are certified as required for their Divisions and are listed appropriately with USA Hockey.
6. Ensure all Coaches background checks are up to date.

Section 11

The Volunteer Coordinator shall:

1. Develop and maintain Volunteer Database.
 2. Liaison between the Board and Volunteers to staff Committees, Events and Projects.
 3. Assist with Registration for both Comp and House teams and solicit volunteers.
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4. Be a member of the Public Relations, Tournament, House Program and Competition Program Committees.

Section 12

The Player Development Coordinator shall:

1. Obtain and disseminates information regarding: player clinics, goalie clinics, and Alaska Select tryouts.
2. Obtain and provides information regarding: hockey opportunities and options for high school age players as well as after high school. Information specific to different Junior leagues and teams, as well as different University divisions and schools .
3. Coordinates MHA's supplemental programs (including age-specific Player Developments and Goalie Developments). Secures coaches with assistance from the Coach Coordinator. Coordinates specific dates and ice times with the MHA Ice Scheduler prior to August 1st.
4. Coordinates Summer Shinney opportunities at the MAC. Coordinates specific dates and times with MAC rink manager and submits then to MHA Board for approval. Works with the Volunteer Coordinator and Coach Coordinator for assistance with on-ice coaches and persons to collect money for MHA Hosted Shinney Programs.
5. Assists Atom/mini-mite coaches as well as House Coordinator with determining the appropriate division of players within this broad age-group. Along with the Coach Coordinator and House Coordinator, assists Atom/Mini-mite coaches with developing a progressive program for the Atom/mini-mites.
6. Develops and provides list of in-state and out of state tournament opportunities for MHA Competitive and Recreational teams.

Section 13

Office Manager/Registrar shall:

Be a paid staff position under contract providing administrative support and Registrar services to the Association as directed by the Board.

Article VII: Standing Committees

Section 1

The following are Standing 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. Standing Committees may appoint sub-committees for specific purposes which may contain members not on the Standing Committee, however, they will be chaired by a member of the Standing Committee. Standing Committees shall meet at the call of the Chairman. The Chairman shall appoint all members, unless specified elsewhere, to the Tournament, Statistics, Fundraising, Public Relations, House and Competition Program Committees. The Chairman shall nominate to the Board, Members of the Finance, By-Laws and Handbook, Discipline, and Future Planning Committees. The Chairman 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 NLT the first meeting of the Board during the month of June each year.
3. Present the revised budget to the Board NLT the first meeting of the Board in December of each year.
4. Be chaired by the Treasurer and shall also consist of the House Program Director, Competition Program Director, 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, Volunteer Coordinator, and not less than three additional members. One of which must be a member of the Competition Program Committee.
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Section 4

Fundraising Committee shall:

1. Raise funds as required for the current and future operations of the MHA.
2. Submit a report to the General Membership at the spring General Membership Meetings.
3. Be chaired by the Public Relations Coordinator and shall consist of not less than three other additional members, one of which must be a member of the Competition Program Committee.

Section 5

By-Laws and Handbook Committee shall:

1. Review and prepare any revisions to the MHA By-Laws for presentation at the General Membership Meeting and prepare annually Association Handbook.
2. Be published and be 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 6

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 Coach Coordinator for review.
 4. Provide to the By-Laws and Handbook Committee, subject to Board Approval, the MHA supplement to the USA Hockey rules NLT June 1 each year and present all changes to the General Membership at the Spring General Membership Meeting.
 5. Be chaired by the Coach Coordinator and shall consist of three additional Members, one of which must be a member of the Competition Team Committee.
 6. The Coach Coordinator shall be an ex officio member of this committee.
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Section 7

Public Relations Committee shall:

1. Publicize and promote the MHA and its activities.
2. Coordinate the presentation of all awards, both meritorious and achievement, for players and Members of MHA.
3. Form sub-committees or working groups to publish the newsletter, design and distribute promotional materials, participate in exhibits and festivals, and coordinate awards.
4. Report to the General Membership at the Spring General Meeting.
5. Be chaired by the Public Relations Coordinator and shall also consist of not less than three additional members, one of which must be a member of the Competition Program Committee.

Section 8

Competition Program Committee shall:

1. Prepare annual competition team program and budget.
2. Review all Competition Team book expenditures, and other obligatory transactions established by the Committee or by individual teams to provide funds for the competition team program.
3. Be chaired by the Competition Program Director. Additional members shall be identified from the general membership to serve as representatives of individual team levels and to serve as members of the Fundraising Committee, Public Relations Committee and Discipline Committee.
4. Responsible for player registration at the time of tryouts and will identify one member to work with the Registrar for annual competition team and player registration.
5. Determine, through the budget process, the cost associated with player registration in the Mustang Hockey Competition Program.
6. Present the program to the Board for review and inclusion as part of the Association Handbook. The Girls Coordinator, Volunteer Coordinator, Coach Coordinator, and House Program Director shall be ex officio members of the committee.

Section 9

House Program Committee shall :

1. Formulate requests for indoor ice times and ice schedules based on approved house program.
 2. Plan the structure and program for the House teams.
 3. Establish the criteria for house player evaluations and formulate
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the necessary forms for execution of the evaluations, both pre- and post-season.

4. Present the following year's House program to the General Membership for approval at the Spring General Membership meeting. The approved program shall then be submitted in its entirety to the By-Laws and Handbook Committee NLT June 1.
5. Be chaired by the House Program Director and shall consist of not less than four additional members who fairly represent each house division.
6. The Girls Coordinator, Volunteer Coordinator and Coach Coordinator shall be ex officio members of this committee

Section 10

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 11

Evaluation Committee shall:

1. Conduct and coordinate the evaluations and secure the required assistance is available.
 2. Be directed by the House Coordinator and the Coach Coordinator and typically shall consist of MHA coaches of a different division and other MHA representatives.
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Article VIII: Meetings

Section 1

A General Membership Meeting shall be held on an annual basis, in April of each year. Elections will be started within 15 minutes of the scheduled meeting start time. If a quorum of 25 members is not reached by such time the Board will have the authority to appoint Board members. 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 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 Executive Committee, then sanitized and attached to the next Board meeting minutes.

Article IX: Nominations and Elections

Section 1

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

Section 2

Nominations shall be open no earlier than 90 days before the announced date of the election. Nominations shall close at the time of voting.

Section 3

Nominations shall be received for all offices from the floor at all General elections. Any Member is eligible to be nominated provided his name is placed in nominations by the Nominations Committee for all offices.

Section 4

The candidate receiving the highest number of votes shall be elected. Election shall be by secret ballot.

Section 5

No Member may vote for any candidate more than once.

Section 6

The announcement of those elected must be posted by the end of the General Membership Meeting.

Section 7

An ad hoc Nominations Committee shall be established by the Board. Said Committee shall consist of three persons, the Chairman of which must be a Board Member not scheduled for re-election. The Nominations Committee shall be charged with the responsibility of establishing such rules and policies as may be necessary to run the election. All such rules and policies shall be approved by the Board. The Nominations Committee shall advertise for candidates and place a nomination 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, Vice-President, House Program Director or Competition Program Director 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 NLT 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.

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 four valid signatures of the President, Vice-President, Secretary or Treasurer with the exception of checks exceeding the value of \$500. In this situation MHA requires two signatures.

Section 3

Bonding: MHA shall carry an employee dishonesty fidelity bond on all Officers of the MHA authorized to sign checks. The President shall ensure that this bond is executed on July 1st of each calendar year, or upon its expiration.

Section 4

Registered Office: A Corporate Registered Office will be maintained by MHA within the Municipality of Anchorage.

Section 5

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 he does not possess one of the valid signatures to execute checks.

Section 6

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 7

Membership in State Association: MHA shall maintain membership in the Alaska State Hockey Association. The President of MHA shall appoint a Board Member to serve as MHA's official "State Board Representative" at all ASHA Board Meetings. He shall be appointed the first meeting after the Spring General Membership meeting. He shall present a report at all MHA Board meetings about ASHA's Board meetings. He shall also present a report at the April General Membership Meeting.

Article XIII: Policy

Section 1

These By-Laws may only be amended by a majority vote of the General Membership present at a General Membership meeting. Proposed changes to these By-Laws shall be submitted in writing to the By-Laws and Handbook Committee NLT two weeks prior to the April General Membership meeting to be considered for adoption.

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. 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.

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. However, 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 he is or was 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 April 20, 2011.

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 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 debate 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

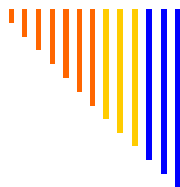
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Notes:

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Notes:





MHA Membership Handbook
2012-2014

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