

POLICY AND PROCEDURES

Categories: Review by all Board members yearly so new members are aware of current policies and procedures.

Budget: All budgets shall be adhered to and cannot be exceeded. Any exceptions must be brought before the Board for approval prior to the expenditure.

Any Ames Minor Hockey player shall be admitted to the Ames Varsity and/or JV Hockey games free of charge.

General Fund Raising: All divisions' money goes into a general fund-budget and is divided according to the Association approved budget. No alcohol, tobacco, or pornographic ads will be accepted by AMHA or published in AMHA publications or programs.

Any division wishing to have their own fundraiser may do so with the Board's approval. The Board will be informed of the type of moneymaker involved, the support of the division parents, the dates, and the amount hoped to earn.

Fund raising will consist of greens sales, program sponsorships, rink board ads, AMHA Friends of Family and other Board approved fundraisers. Any monies earned from sales and sponsorships by an Ames Minor Hockey player graduating from High School or no longer in the program shall first go to any younger siblings of that player. The Board has interpreted its fundraising guidelines to provide that fundraising credits can be applied only to the current season, and they are not transferable to another season. One player may assist another with fundraising activities, but actual fee credits are not transferable, except to another family member. The name of the player who is to receive such credits should be shown at the top of the fundraising sheet which is initially submitted to the Association.

Skater fee credits associated to fundraising efforts will be allocated in the following percentages:

- Greens sales – 20%
- Program Sponsorships – 40%
- Rink Board Ads – 60% of funds raised minus the cost of the board
- AMHA Friends of Family – 80%

Any undeliverable greens, etc., shall be divided 50% to AMHA and 50% to the person delivering. This shall be negotiated on an individual basis.

All payment "in-kind" ads must come before the Board for approval. Ads must be presented on an annual basis even if they are from previous "in-kind" sponsors.

Fee Payment: AMHA fees will be paid to the division coordinators on the following schedule:

- One-third* at the first scheduled practice
- One-third by November 15th
- One-third by January 15

*One-third of charged fee, reduced by \$50 pre-registration fee, the multiple child discount (if applicable) and a credit for anticipated fundraising (based on past history).

Monthly fee payments will be allowed by request. Any skater with delinquent fees will not be allowed to skate.

Fee Reimbursement: The AMHA Board normally does not grant refunds / fee reductions. However, families may petition the Board in writing to request refunds / reductions in extreme circumstances. The maximum refund / reduction that the Board can grant is based on prorating weeks of play less USA Hockey fee, Registration, and any outstanding debt.

Corporate Sponsorships: All corporate sponsorships must go through the Corporate Sponsorship Committee.

For the 2007-2008 season, skaters or families securing funds from any new businesses committing to a corporate sponsorship will receive fee credits at a rate of 20%.

Any skater, who loses a renewing program ad sponsorship due to secured funds being raised by the corporate sponsorship committee, will be reimbursed at the current rate of the value of the previous year's ad for the 2007-2008 season.

High School: Varsity Level: No High School age player or High School age manager will be allowed to transport hockey players to any out-of-town games.

- I. Freshman through seniors only are eligible to receive player purchased insignia on jackets.
2. In order to receive insignia, a player must be rostered in 50% of all Varsity games in one season. Each season will stand-alone and periods of play will not be carried over into another season.
3. Players who are rostered in at least 50% of the Junior Varsity games shall be awarded a special Insignia, which will indicate their proficiency at the JV level.
4. The varsity coach or team manager must present the proposed insignia awards lists of players to the Board for approval prior to the Annual Awards banquet.
5. The Board may award an insignia to a player who does not meet the above criteria. Such instances may include, but are not limited to, back-up goalies, injured players, or members in good standing.

Varsity, Junior Varsity and Bantam coaches or division coordinators will provide a one-week notice to the high school of any anticipated absence from school for a hockey tournament. Players must get prior approval. All players will be required to be in school the day following a game or tournament.

The last varsity home game of the season will be Recognition Night for senior players and their parents.

Referees: Referees for games shall be the responsibility of the team coordinator. Fee schedule will be set by the AMHA Board. Only USA Hockey certified referees will be used for all age divisions.

Parents Meetings: Each division shall have a parents meeting prior to September 15. A board member shall attend each meeting.

Age Groups: Any player wanting to play out of their age group will need approval from the Board. The Board will require a written request from the player's parent(s) and from both coaches. All transfers must go through the Coordinator of Player Development and are subject to Board approval.

Age groups will be consistent with USA Hockey age brackets, except Varsity/JV, which shall consist of grades 9-12. The Association will allow up to 40 players at the high school level. If there are fewer than 40 players 15 years of age or older wishing to play at the high school level, Bantam age freshmen will be

allowed to try out for the spots until the 40 player limit is reached. The try out will be a competitive one with the best players moving up to the high school division. Bantam age freshmen that do not make the high school team will skate at the Bantam level.

Playing time: At the Mite, Squirt and PeeWee levels, player development will be stressed with equitable playing time for all players over the course of the season. Beginning at the Bantam level, the emphasis will be on fielding as competitive a team as possible. Playing time for individual players will not be equitable over the course of the season at the Bantam, Midget, JV, and Varsity levels.

Coaching Consistency and Expectations: A coach's meeting shall be held for orientation of expectations and to develop consistency between divisions.

Fiscal Policies: Annual budget shall be finalized prior to September 1. Final approval by the Board is necessary.

Each division shall make a report at every Board meeting. There will be a team representative from each division who will be responsible to collect monies, attend Board meetings and be informed of players who have paid and those who have not paid their fees.

Medical insurance is the responsibility of each player's parents. Players must provide AMHA permission slips for medical treatment and USA hockey registration on a yearly basis to their individual coordinators.

All teams shall be registered with USA Hockey.

Newsletter: The organization newsletter "Chalk Talk" should be published a minimum of two times per year. Copies shall be sent to all registered Ames Minor Hockey participants.

Physical Examinations: Physical examinations will be **required** for all skaters participating in the PeeWee level and above. Proof of exam performed within 13 months prior to the time when said skater takes the ice in the fall must be submitted to the division coordinator. Division coordinators will be responsible for maintaining these records.

Initiation: Players in Initiation wanting to transfer to their USA Hockey age level following the first half of the Initiation season will need approval from both the sending" coach and the "receiving" coach. Transfers must be accomplished by December 15. All transfers must be processed through the Coordinator of Player Development and are subject to Board approval.

Fees: Players transferring from Initiation to their USA Hockey age level will pay a prorated fee.

All other divisions: Players wanting to transfer to another team within their current age level after the first week of the earliest team's practice, or transfer to an older age level (even if just for one game) will need approval from the Board. The Board will require a written request from the player's parent(s). No transfers will be considered after the USA Hockey's roster deadline date.

Fees: Any player transferring between teams will have their fees prorated.

AMHA CODE OF CONDUCT

By registering with the AMHA, all players agree to be subject to the following rules concerning academic and conduct eligibility. All AMHA members, including parents, coaches and players are responsible for enforcing the following rules. Team coaches and coordinators are responsible for enforcing the sanctions and thus carrying out the policies passed by AMHA.

PROCEDURE FOR REPORTING VIOLATIONS AND ESTABLISHING SANCTIONS:

Any violation of the Academic and/or Eligibility rules must be reported to the Board President. Violations of the Conduct Eligibility rules must also be reported to the Chairperson of the Conduct Review Committee. The committee shall be made up of at least three members, one of whom shall be designated as the chair. The chair shall convene the committee to review the reported behavior and determine the sanction. This meeting shall not include the player or parents, unless requested as set forth below in the appeal process. The chair shall notify the player, the player's parent and the player's coach of the sanction. The committee is responsible for reviewing the behavior and establishing the sanction. The coach may establish separate sanctions, but those sanctions will be in addition to the sanctions set forth in this policy. The chair shall maintain written records regarding the dates of any violations of the eligibility policy and forward them to the President and Secretary of AMHA. The AMHA Secretary shall maintain a special file for records of conduct sanctions. The AMHA President, Secretary and the Chair of the Conduct Review Committee are the only persons to have access to the special file. Records for an individual player will be destroyed when that player's eligibility with AMHA is exhausted. Any member of the Conduct Review Committee or the Board who is directly involved in the issue at hand will be excused from the Conduct meeting and the issuance of sanctions. A substitute from the Executive Committee will serve in their place.

CONDUCT ELIGIBILITY:

A player will lose eligibility for any of the following behaviors during or outside of the hockey season, which shall include a period of three (3) months prior to the players' participation in AMHA.

- Possession, use or purchase of alcoholic beverages.
- Possession, use, purchase or sale of illegal drugs or drug paraphernalia or the unauthorized possession, use or purchase of lawful drugs not prescribed by the player's physician.

A player will have been found to have possessed, used, purchased, or sold if that player has been legally convicted in the criminal court system, adjudicated in the juvenile court system, or placed on informal probation by the juvenile probation office for any of the said offenses. In addition, any player who has been observed to have possession of, use of, be involved in the sale or purchase of alcoholic beverages or illegal drugs or drug paraphernalia or lawful drugs not prescribed by the players physician shall also have violated the Code of Conduct.

- Engaging in any act for which a player has been legally convicted in the criminal court system, adjudicated in the juvenile probation system, or placed on informal probation by the juvenile probation office, excluding simple misdemeanor traffic offenses.

Additional Eligibility Rules

- Players who because of illness or unexcused absence do not attend a minimum of one half day of school on the day of a scheduled contest will be ineligible for the contest. Player competition is permitted on Saturday if school is missed on Friday. Players are expected to report such absences to the coach. Failure to report an absence is grounds for sanction.
- Players must have returned or paid replacement cost for equipment lost from previous seasons.

Sanctions

Offenses will accumulate from the PeeWee division through high school.

First Offense:

A player will be ineligible to participate for four (4) games on each team on which that player is rostered and must attend practice and complete the current season. For example, if a player is rostered on the JV and the Varsity High School team, that player will be ineligible to participate in 4 JV games and 4 Varsity games. Failure to attend practices or complete the season will result in removal from the team. The time of ineligibility will begin with the first scheduled event and may carry over to the next season. No refunds will be given for missed events. After the first offense, the player is on probation for one calendar year from the date of the offense. If a second offense occurs within the probationary period the player will be suspended for one calendar year from the date of the second offense. Players found using, possessing, or purchasing alcohol or illegal drugs for a second time must complete a drug and/or alcohol program to regain eligibility.

If a player does not report a conduct violation and the conduct violation is discovered, the player will be ineligible for an additional 2 games on each team on which that player is rostered.

Second Offense outside the probationary period:

A player must appear before the Conduct Review Committee. The player will be ineligible to participate in eight (8) games on each team on which that player is rostered and must attend practice and complete the current season. For example, if a player is rostered on the JV and Varsity High School teams, that player will be ineligible to participate in 8 JV games and 8 Varsity games. Failure to attend practices or complete the season will result in removal from the team. The time of ineligibility will begin with the first scheduled event and may carry over to the next season. No refunds will be given for missed events. The Conduct Review Committee may assess additional sanctions to the minimum listed above. Players found using, possessing, or purchasing alcohol or illegal drugs for a second time must complete a drug and/or alcohol program to regain eligibility.

If a player does not report a conduct violation and the conduct violation is discovered, the player will be ineligible for an additional 2 games on each team on which that player is rostered.

Third or Greater Offense:

A player will be ineligible to participate in any AMHA activity for a minimum of one calendar year from the date of the infraction. Reinstatement of eligibility is not guaranteed at the end of one-year. Players with three (3) or more offenses must petition the Conduct Review Committee to have their eligibility restored.

POSSESSION, USE OR PURCHASE OF TOBACCO AND TOBACCO PRODUCTS:

A player will lose eligibility for possession, use or purchase of tobacco products, regardless of the player's age. The player will be suspended for two (2) games for the first offense. For a second offense, the player will be suspended for four (4) games and will be on probation from the date of the first offense. If a third offense occurs within the probationary year, the player is suspended for one year from the date of the second offense. If the player has no violations within the year after the first offense, full eligibility is restored. A player will have been found to have possessed, used or purchased tobacco if that player has been legally convicted in the criminal court system, adjudicated in the juvenile court system, or placed on informal probation by the juvenile probation office for any of the said offenses. In addition, any player who has been observed to have possession of, use of, or be involved in the sale of tobacco products shall have also violated the Code of Conduct.

If a player does not report a conduct violation and the conduct violation is discovered, the player will be ineligible for an additional 2 games on each team on which that player is rostered.

GOOD CONDUCT RULE

It is a violation of Ames Minor Hockey Association policy to use:

- Profanity
- Unnecessary roughness
- Hitting peers with or without a stick
- Fighting

A player will be referred to the Conduct Review Committee if:

1. That player habitually violates this policy to the extent that it disrupts practice or otherwise causes harm to the team.
2. The coach judges any one incident to seriously threaten the safety of other players or coaches. It is the coach's responsibility to report such behavior to the Conduct Review Committee after attempts by the coach to remedy the habitual violations have been unsuccessful. The Conduct Review Committee is responsible for reviewing the behavior, determining if sanctions are justified, and establishing the sanction.

A player who has been removed from a team by the Association or their parents because of conduct violations shall be allowed to register the following year, as long as their account is in good standing. If there is a second removal, the Association may decide to refuse registration with AMHA. This is effective beginning April 15, 2002.

APPEAL PROCESS:

If the violation is a first offense or an offense during the first probationary period, a player may request a hearing before the Conduct Review Committee, after the player has been notified of the sanction. That hearing shall be requested of the chair and the committee shall then be convened. For all second or greater offenses, the player must appear before the committee before the sanction is imposed. A player or player's parent may appeal the committee's decision. Appeals that result from the application of the AMHA Code of Conduct may be made to the President of the AMHA Board of Directors. The person making the appeal or the Board may request a closed hearing of the appeal. The player's parents or guardians and members of the Conduct Review Committee may be present at a closed hearing.

The player will not skate if they are removed from the team until the appeal process is complete.

Academic Eligibility:

To participate on the AMHA Varsity, Junior Varsity, and Midget hockey teams individuals must:

- Be enrolled and in good standing in a school located in the AMHA area (or be an out-of district member who has successfully petitioned the Board for admittance to the AMHA pursuant of Art. III, Section A.2 of the AMHA By-laws);
- Be under 20 years of age
- Be enrolled students of the schools, and meet the academic eligibility requirements of the Iowa High School Hockey League.

Individuals determined to be academically ineligible cannot participate in any games played by the AMHA Varsity, Junior Varsity, or Midget teams.

Process:

1. It is the responsibility of the player or player's parents to provide a grade report from the player's previous semester to the coordinator prior to the beginning of the hockey season.
2. Any and all grade reports received by the player during the season must also be provided to the coordinator as soon as the player receives them.
3. Failure of the player and/or the player's parents to provide grade reports for the player shall be basis for ineligibility and shall prohibit the player from participating in games of the Varsity, Junior Varsity, and Midget teams.
4. It is the Varsity, Junior Varsity, and Midget coordinators responsibility to enforce this standard with the full support of the AMHA Board of Directors.

On this the ____ day of _____, 20__

I, _____ am a member of AMHA. I have read the AMHA Handbook, which includes the AMHA Code of Conduct and the AMHA Policy on Grade Eligibility. I understand that my eligibility as a member of AMHA is governed by the rules set out in the Handbook, including the rules on conduct and grades. I agree to abide by the rules in the Handbook, including the rules on conduct and grades.

By: _____
(Player to sign)

Approved by: _____
(Player's parent or guardian to sign)