

Arizona Amateur Hockey Association

Policy and Procedure Manual

Approved August 16, 2010

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1 Introduction.

The rules and regulations set forth herein apply to all

- 1.1 Players and teams registered with USA Hockey through the Arizona Amateur Hockey Organization Inc. (AAHA)
- 1.2 Players, coaches, referees and other team officials that are USA Hockey Registered.
- 1.3 Member Associations and members in those Associations that are part of AAHA,

2 Governance.

Subject to its affiliation agreement with USA Hockey, AAHA shall have the exclusive authority to govern amateur hockey with respect to any matter specified by USA Hockey as requiring a decision of action by an affiliate or matters concerning more than one Member Association. Subject to its Member Associations Agreement with AAHA, the by-laws and the Policies of AAHA, and USA Hockey Policies, each Member Association shall have the authority to govern amateur hockey with respect to any matter concerning any:

- 2.1 Players and teams registered with USA Hockey through such Member Associations.
- 2.2 Players, coaches, referees or other team officials for any such teams, or
- 2.3 Member Associations and members in such Member Association.

3 Policy Maintenance

- 3.1 AAHA policies must adhere to the following guidelines.
- 3.2 Simplified English will be used.
- 3.3 Each policy should address only one issue.
- 3.4 The policy must clearly define the parties or persons affected.

3.5 Policies should not include details on how to administer policies.

3.6 Personal opinions or editorializing do not belong in policies.

3.7 On an annual basis, AAHA will form a committee to review the existing policies of the Organization. The committee will bring the recommendations to the Board of Directors for approval at a Board Meeting to be designated by the Board. All changes must include the original policy as well as the suggested changes.

These changes will be reviewed at a regular scheduled meeting of the AAHA Board and voted on at the next scheduled AAHA Board meeting after their presentation,

3.8 Any Director in good standing may request the creation or change of AAHA policies. The Director of the AAHA board will submit their request in writing via email, or USA Mail 15 days prior to a scheduled meeting of the board with all Directors included in the correspondence. All changes must include the original policy as well as the suggested changes. These changes which will be reviewed during the next scheduled AAHA Board meeting and voted on at the following AAHA Board meeting.

4 Player Registration – Youth/Girls/Adult except for Juniors and College.

4.1 All players in all Member Associations shall be registered at the age classification that is applicable in accordance with the most current USA Hockey guidelines.

4.2 Players shall register on line in accordance with the procedures prescribed by USA Hockey.

4.3 Player Eligibility

4.3.1 No player shall be rostered on any team or participate in any practice or game until he or she has registered with USA Hockey for the current season.

4.3.2 No player will be rostered with any Member Association if that player has outstanding debt with any other AAHA Member Association. Member Associations are to make available to all other Member Associations and the Affiliate Registrar a list of all delinquent players to be placed on a Delinquent Player List on a monthly basis. It is the responsibility of the Member Association owed to update their accounts receivable list on a quarterly basis and submit it to the AAHA Registrar and President.

4.3.3 Under no circumstances will any team be registered by or through the Arizona Registrar without the proper paperwork or payments.

4.3.4 Any player that has been listed on the Delinquent Player List and is attempting to move to another Member Association is required to obtain a full unconditional release from the Member Association to which is owed money and they are requesting a release.

4.3.5 Any player that has been listed on the Delinquent Player List shall not be eligible to participate in any USA Hockey events including the Arizona Player Development Camp without satisfying the debt owed and obtaining a full unconditional release from the Member Association that is owed the money.

4.4 Player Commitment and Release Letters

4.4.1 Effective with the 2010-2011 Season, the AAHA Board will provide a AAHA Commitment and Release letters for use by Players, Parents and Member Associations for AAHA Registered AAA (Tier 1), AA (Tier 2) Travel teams, A House/Rec and B House/Rec teams . The AAHA Commitment Letter commits a specific member Association and Team to a specific player and also commits the specific player to a specific Member Association and Team for one playing season and shall expire at the conclusion of the USA Hockey National Tournaments for Youth and Girls.

4.4.2 Commitment letters may not be offered or signed prior to June 1 of each playing season.

4.4.3 Once the AAHA Commitment letter is signed, one copy of the letter is forwarded to the AAHA Board, one copy shall go to the Parent/Player and one copy shall remain with the Member Association.

4.4.4 Upon receipt of the AAHA Commitment Letter by the AAHA Board, the player's name and Member Association and Team that they have committed to shall be posted to the state website at www.azamateurhockey.org. Each Member Association shall be responsible for providing an electronic list of all players by team to the AAHA President or designee for posting to the AAHA website.

4.4.5 The AAHA Commitment Letter directs the AAHA State Registrar to only roster this players on the specific Member Association and Team that they have committed to.

4.4.6 Players shall only sign one AAHA Commitment letter. If a Parent/Player inadvertently signed more than one Commitment letter, the Commitment letter with the earliest date shall be considered binding. Signing multiple letters may cause a Player to be placed on Disciplinary probation and they may need to appear before the AAHA Disciplinary Committee.

4.4.7 After the Commitment letter is signed by all the parties, a player may move to another Member Association prior to the completion of the end of the season which concludes with the USA Hockey National Tournaments for Youth and Girls only by obtaining a signed AAHA Release letter. This AAHA Release letter must be completed by the Player/Parent and the Member Association and Team that the release is being

requested from. The Member Association to which the Player/Parent is requesting the release from shall respond to the AAHA Release letter request within fourteen (14) calendar days from receiving the request.

4.4.8 After the AAHA Release letter is completed and signed by all parties, one copy shall be sent to the AAHA Board, one copy shall be given to the Player/Parent and one copy shall remain with the Member Association.

4.4.9 The Player/Parent shall present the signed AAHA Release letter to the new Member Association that they are moving to prior to participating in any tryout, practice or game with the new Member Association.

4.4.10 If the AAHA Release Letter request is not approved by the original Member Association that they Player/Parent signed a AAHA Commitment letter with, the Player may not participate in any tryout, practice or game with the any other Member Association until all obligations, financial and otherwise are met and an approved AAHA Release letter can be obtained.

4.4.11 A Player/Parent wishing to appeal a denied AAHA Release letter may request an appeal hearing before the AAHA Board Disciplinary Committee. A written request for an appeal hearing along with a copy of the denied AAHA Release letter shall be sent to the AAHA President requesting the hearing. The AAHA Board shall schedule a Disciplinary Committee meeting to hold an appeal hearing within fourteen (14) calendar days of receiving the request.

4.4.12 A Player/Parent or Member Association wishing to appeal the decision of the AAHA Disciplinary Committee can request an appeal hearing before the entire AAHA Board. A written request for an appeal hearing shall be sent to the AAHA President requesting the hearing fourteen (14) days prior to the next scheduled AAHA Board Meeting. The AAHA Board shall place the appeal hearing on the AAHA Board Meeting Agenda at their next scheduled meeting.

4.4.13 Any Player/Parent or Member Association may appeal any aspect of this process according to the USA Hockey Appeals process as published in the current Annual Guide. In addition, violations of these policies may result in a Parent/Player, coach or Member Association to be brought before the AAHA Disciplinary Committee.

4.4.14 The AAHA Commitment letter has no bearing on any Member Association requirements; if any, of a Player/Parent to sign any specific Member Association contract or commitment including any financial commitments or contacts.

4.5 Youth/Girls Team Registration – except for Juniors and College

4.5.1 Member Associations that have jurisdiction over youth and girls teams must be in full control of all aspects of the program in which the teams participate. This control extends too but is not limited too Sexual and Physical Abuse screening for all individuals

described in the Sexual and Physical Abuse policy for all levels of participation within the program.

4.5.2 No Member Associations prior to June 1 or each year shall conduct or hold tryouts, pre-tryouts or camps for the purpose of selecting and forming a Travel Team at any level for the following playing season.

4.5.3 A Member Association that is found or reported to have conducted tryouts, pre-tryouts or camps prior and selected players to form a team prior to June 1 shall have their President or a designated representative appear before the AAHA Board. If a Member Association is found to be in violation of this policy, the AAHA Board may assess financial penalties and/or prohibit a team or teams within the Member Association from participating in tournaments and post season play including games leading up to the USA Hockey Youth and Girls National Tournaments.

4.5.4 A Member Association may advertise, form and operate a Tier 1 (AAA) and Tier 2 (AA) at the approved divisions as stipulated in the current USA Hockey Annual Guide. Member Associations shall notify the AAHA Board in writing via email or US Mail of their intention to form a Tier 1 or Tier 2 team no later than September 1 or each playing year.

4.5.5 Any Member Association or Team that advertises, solicits players and registers as a Tier 1 team for the purpose of upcoming season must remain at a Tier 1 level for the purpose of participating in the USA Hockey National Tournament if 50% or more of its games are played against other Tier 1 teams prior to December 30 of the current playing season.

4.5.6 No Member Association may solicit or recruit players, coaches or other personnel that are active in any other Member Association during the playing season. This is not intended to prohibit general advertising or announcements or the movement of players, coaches or other personnel from one Member Association to another. It is intended to prohibit direct, unsolicited contact with individuals for the purpose of convincing the individual to move from one Member Association to another.

Member Associations who are reported to be in violation of this policy will be scheduled to appear before the AAHA Disciplinary Committee. If a Member Association is found to be in violation of this policy, the AAHA Board may assess financial penalties and/or prohibit a team or teams within the Member Association from participating in tournaments and post season play including games leading up to the USA Hockey Youth and Girls National Tournaments.

4.5.7 No team shall conduct any practice or play any game until it has registered with USA Hockey for the current season. A team may register at more than one age classification, unless otherwise restricted by USA Hockey rules. However, a team may not register at any age classification that is not applicable to the oldest player on the team's roster.

4.5.8 Member Associations will be granted jurisdiction to govern the affairs of Youth Recreational/House Teams, Competitive Youth Travel Teams and Adult teams that register with USA Hockey through that Member Association.

4.5.9 Teams that are registered with USA Hockey and AAHA as Recreational (House) teams will be considered Recreational/House Teams and all players rostered on those teams will be considered recreational players.

4.5.10 Teams registered with USA Hockey and AAHA as Tier I (AAA) or Tier II (AA) will be considered Competitive (Travel) teams and players rostered on those teams will be considered Competitive Travel players.

4.5.11 While the AAHA registrar will register high school age players through any member organization the Arizona High School Hockey Association (AHSHA) will be recognized and designated as the single official High School Hockey Organization for the State of Arizona as long as they are in existence.

4.6 AAHA Member Association Travel Teams will only be classified as one of the following:

4.6.1 Boys divisions - Pee wee, Bantam, Midget Under 16 and Midget Under 18 at: Tier I (AAA), or Tier 2 (AA).

4.6.2 Girls Divisions - 19 and under, 16 and under, 14 and under, 12 and under at: Tier I (AAA) and Tier 2(AA)

4.7 Team Official registration - In the event that USA Hockey requires the registration of team officials, the rules contained in the most current USA Hockey Annual Guide shall apply to such team officials.

5 Rosters

5.1 Youth Team Rosters – except for juniors and college

No team shall play any game until it has submitted a properly completed team roster to the Associate Registrar for Arizona. No player shall participate in any game with any team unless that player is designated as a player on that team's roster. Except where provided otherwise by USA Hockey, AAHA, or member organization, a player may be rostered on more than one team (without regard to which Member Association, if any, the teams were registered with). Teams shall register in accordance with the procedures prescribed by USA Hockey. Each team shall submit its registration application to the Associate Registrar for Arizona through the registrar for the Member Association.

5.2 Rosters

5.2.1 AAHA does not restrict the movement of players from one member association to another at the end of each season or during the current playing season as long as the policies in 4.4 are followed detailing Player Commitment and Release letters.

5.2.2 All players must appear on the roster for the team that they are participating on.

5.2.3 A player may be rostered on more than one recreational team.

5.2.4 A player may not be rostered on more than one competitive travel team.

5.2.5 Players may be rostered on a competitive travel team and a high school team that leads to a National Championship in accordance with the most recent USA Hockey Annual Guide.

5.3 Travel Rosters

5.3.1 Rostering of players will be in accordance with USA Hockey Annual Guide.

5.3.2 No Member Organization may participate in any Arizona state leagues that are not open to all Arizona State Member Organizations to participate in.

5.4 Junior teams

5.4.1 All Junior A, B or C teams within the AAHA affiliate boundaries will register their team(s) and individuals directly with the USA Hockey Junior Registrar.

5.5 Adult /College Rosters

5.5.1 Any Adult or college team may submit its roster directly to the Associate Registrar of Arizona.

6 Approved Events /Attendee's and Reimbursement

6.1 AAHA will reimburse authorized representatives for travel expenses incurred by the attending of authorized events. These expenses must be submitted to the AAHA treasurer within 30 days of the event and will only be reimbursed after copies of the original receipts have been submitted. Credit card statements of expenses are not acceptable. Reimbursements include Airfare, Hotel, Rental Car, Meals and actual other expenses for all approved attendees. USA Hockey is responsible for the Airfare, Hotel and Per Diem for the AAHA President at the USA Hockey Mid Winter Meeting and USA Hockey Annual Meeting. Rocky Mountain Player Development Camp is responsible for any expenses involved with attendees for the RMD Player Development Camp.

6.2 The approved events and attendees include but are not limited to:

- a) RMD Mid Winter meeting – President, Vice President, Registrar and any other attendees approved by the AAHA Board
- b) RMD Annual Meeting – President, Vice President, Registrar and any other attendees approved by the AAHA Board
- c) RMD Referees Meeting –USAH Local Supervisor of Officials
 - d) USA Hockey Annual Meeting – President, Vice President, Registrar and any other attendees approved by the AAHA Board
- e) USA Hockey Mid Winter Meeting – President, Vice President, Registrar and any other attendees approved by the AAHA Board
- f) RMD Player Developmental Camp -
 - 1) AAHA Director of Coaching and Player Development
 - 2) Coaches selected by the AAHA Board after receiving allotment from RMD.
 - 3) Representative of the Player Development Committee

6.3 Member Associations submitting coaches for consideration for participation in the RMD Developmental camp are required to submit those names to the chairman of the Player development committee.

7 Background Screening

7.1 It is MANDATORY all that AAHA Member Associations have all “Member Associations Persons” background screened through the licensed company that the has been retained by the AAHA Board to perform such background screening within thirty (30) days of becoming involved with the Member Association. Each background screening shall be valid for a period of three years unless the Member Association is informed of a significant change in the status of the Member Association Person..

7.2 For the purposes of this policy, "Member Associations Persons" shall include the Board of Directors, Coaches, Managers, Member Organization full time employees, any parents with access to locker rooms, referees and such other persons as the Board of Directors may designate from time to time.

7.3 Each Member Association shall follow USA Hockey Screening Guidelines as published in current the USA Hockey Annual Guide pertaining to the results that are received based on the individual background checks and what prohibits a Member Association Person from participating.

7.4 Any hits on the background screening that are covered in the USA Hockey Screening Policy as published in the current USA Hockey Annual Guide will prohibit a screened person from participating with the Member Association as a Director, Coach, Manager, Employee, Referee or Volunteer in any capacity. Any other hits that come back from the background screening process will be referred back to each Member Association for their review, handling and feedback. A Member Association may have a more restrictive policy than AAHA and USA Hockey Screening Policy.

7.5 Each Member Association shall be responsible for providing an electronic list of all members who have completed the background screening to the AAHA President or designee for posting to the AAHA website.

8 Discipline

8.1 Every Member Organization shall adopt written policies and procedures for the resolution of controversies and grievances within its jurisdiction including the establishment of a Disciplinary Committee to oversee disciplinary procedures within each Member Association and must comply with the discipline and appeals process as contained in the current USA Hockey Annual Guide.

8.2 AAHA Board shall establish a Disciplinary Committee with representatives from AAHA Board Members. This Disciplinary Committee shall review all disciplinary matter brought before the board. If a disciplinary matter affects a committee member who represents a Member Association, coach, team or player who is being brought before the committee, the committee member affected shall not participate in the hearing.

8.3 The decisions of the AAHA Disciplinary Committee may be appealed to the full AAHA Board. A written request for the appeal shall be sent to the AAHA President a minimum of 14 (14) calendar days prior to the next scheduled AAHA Board Meeting when the appeal will be placed on the AAHA Board Agenda.

8.4 Match penalties. Within 24 hours of the incident the referee shall write a separate report of any Match Penalty (in addition to the description on the back side of the top copy of the score sheet) and shall provide a copy of the report to USAH Local Supervisor of Officials. The USAH Local Supervisor of Officials will notify the Member Association and provide a copy of the Match Penalty Report. The Member Association that governs the individual in question must then hold a mandatory hearing, and appeal if necessary, as outlined in the most current edition of the USA Hockey Annual Guide. Results of that hearing (s) must then be forwarded to the AAHA President, who will forward to the Chairman of the AAHA Disciplinary Committee; USAH Local Supervisor of Officials and AAHA Coaching Director if the penalty involves a coach. In the case of an 601G1 or 601 J1 rule violation the reports will be forwarded to the RMD Referee in Chief by the USAH Local Supervisor of Officials and a decision handed down from that office as how the local Member Organization or affiliate should proceed. All steps must be followed regardless of where the Match Penalty occurred.

8.5 Appeals to AAHA.

8.5.1 Any person or team suspended, sanctioned, suffering an impairment of eligibility, or disciplined by any action or decision of a Member Association may appeal to the AAHA Board of Directors for relief, provided that such person or team has first requested relief from the Member Association and has pursued the grievance process adopted by the Member Association, and has received an adverse decision or has failed to receive a decision within a reasonable time; and further provided that such person or team

has filed its appeal in the manner and within any time limitation specified by USA Hockey Annual Guide.

8.5.2 Upon such and appeal, the AAHA Board of Directors by majority vote may affirm, reverse or modify any action taken by the Member Association that extends outside of that Member Association as the AAHA Board deems proper under the circumstances before it.

8.5.2 In the case of inaction by a particular Member Association an individual or team may appeal to the AAHA Board for relief.

8.5.3 Any appeal must be made in accordance with the requirements of USA Hockey relating thereto and must be emailed or USA mailed to the President of AAHA. A notice of appeal must specify the matter complained of, the date relief was requested from the appropriate body of the Member Association, the date relief was denied (or the fact that no decision has been received), a statement as to whether a hearing is being requested by the petitioner and any other matters the petitioner deems appropriate. Upon receipt of such a notice, the President of AAHA shall forward a copy of the notice to the appropriate Member Association.

8.6 Other Grievances.

Any player, team official, team or member of a Member Association who is aggrieved by (a) the failure of a Member Association to adhere to any rule, regulation or policy of USA Hockey or AAHA or to any agreement between AAHA and the Member Association, (b) the failure of a Member Association to adhere to any of its own articles of incorporation, bylaws, rules, regulations or policies or (c) the failure of a Member Association to enforce any of the same in a non-discriminatory manner may appeal to AAHA for relief; provided that such player, team official, team or member of the Member Association has first requested relief from the board of directors of such Member Association, or has pursued the grievance process adopted by the Member Association, and has been denied relief or has failed to receive a decision within a reasonable time. Upon such an appeal, AAHA may affirm, vacate, or modify any action or decision of the Member Association or take any other corrective action necessary to remedy the complaint.

8.7 Appeals of AAHA Board Decisions may be made in accordance with the current USA Hockey Annual Guide.

9 Coaching Development

9.1 USA Hockey shall appoint a Coaching CEP Coordinator(s) who shall be responsible for coordinating; scheduling and conducting USA Hockey sanctioned Coaching Education Clinics.

9.2 Only AAHA Member Associations have the right to hold USA Hockey coaching Clinics conducted by the AAHA Coach Director of Coaching,

9.3 The USA Hockey Coaching CEP Coordinator will make available to the AAHA Board a list of USA Hockey sanctioned clinics by July 1 of each playing year. The list should contain the

dates, locations, education level, fees and registration information. These clinics will be posted to the AAHA website as well as posted to the USA Hockey website for registration.

10 Player Development

10.1 The AAHA Board of Directors shall appoint a Director of Player Development and a Player Development Chairperson to oversee player development programs and coordinate the Arizona Player Development Camp(s),

10.2 The Director of Player Development and the Player Development Chairperson shall create a committee of coaches who shall develop and implement an instructional curriculum for the Arizona Player Development Camp(s).

10.3 The Director of Player Development and the Player Development Chairperson shall present the locations, schedule and budget of each Player Development Camp(s) to the AAHA Board for approval each year.

10.4 The Director of Player Development and the Player Development Chairperson shall also present to the AAHA Board for approval a schedule of additional year round player development camps to be sponsored by AAHA.

10.5 The Coaching Committee, Player Development Director and Player Development Chairperson shall invite coaches as determined to be needed to assist in the operation and sessions of any AAHA sanctioned Player Development Camp including the annual Arizona Player Development Camp.

10.6 The Coaching Committee, Player Development Director and Player Development Chairperson shall be responsible for determining the selection process of players to attend the Rocky Mountain District Player Development Camp and to extend the invitations to those that are selected.

10.7 Registered USA Hockey Players who are in good standing of a Member Association as well as Junior or youth players participating in out of state programs whose permanent address is within the state of Arizona have the right to participate in the AAHA Arizona Player Development Camp. Junior players that meet the age requirements of the developmental camp are eligible but must provide their USA Hockey registration to the Player Development Committee Chairperson and are subject to the rules that govern those camps. I.e. attendance, facemasks, and mouth guards.

11 Referees:

11.1 All games involving any AAHA Teams must be officiated by USA Hockey certified referees, except as outlined in USA Hockey Rules and the USA Hockey Annual Guide.

11.2 Each Member Association shall provide facilities, at no cost, for the training of officials at least one time per season. Facilities should include ice and meeting space.

11.3 The AAHA Registrar will make available to the USAH Local Supervisor of Officials a list of all USA Hockey Registered teams as they become available

11.4 The USAH Local Supervisor of Officials will make available to the AAHA Board a list of all qualified officials for that season. That list will only contain the last name, first name and certification level achieved.

11.5 All USA Hockey Referees who have attained the age of 18 during the current playing season shall be background screened as per the guidelines as listed in section 7.

11.6 The USA Hockey Local Supervisor of Officials or their designee shall schedule all officials for all state sanctioned programs including but not limited to State Championships, State Playdowns, State Player Development Camps and other events utilizing the most qualified officials at the appropriate certifications levels regardless of the Referee Association that they may belong to.

11.7 Member Association will provide the name and contact information of their appointed disciplinary chairpersons to the USAH Local Supervisor of Officials prior to the start of the season. The disciplinary chairperson will serve as the distribution point for all match penalty reports for that Member Association.

12 Member Association Tournaments

12.1 All USA Hockey Sanctioned Tournaments shall be conducted in compliance with the rules for registration and playing rules as detailed in the most recent USA Hockey Annual Guide and Playing Rules.,

13 Tier 1 / Tier 2 /Adult State Championship Playdowns.

13.1 Playdowns for Peewee, Bantam and Midget U 16 and Midget U 18 Youth Tier 1 and Tier 2 as well as Girls Tier 1 and Tier 2 and Adults shall take place each year according too a schedule that is approved by the AAHA Board.

13.2 The AAHA board of Directors shall appoint a Chairperson to oversee and coordinate the Arizona State Championships and Playdowns.

13.3 Championship Playdowns will be held for Youth in the following Tier 1 and Tier 2 divisions as detailed by the current USA Hockey Annual Guide, PeeWee U12, Bantam U14, Midget U16 and Midget U18. The winners of the Tier 1 Playdowns will advance to the represent Arizona at the Rocky Mountain District Championships. The winners of the Tier 2 State Championships will represent Arizona at the USA Hockey National Tournament.

13.4 Championship Playdowns will be held for the Girls in the following Tier 1 and Tier 3 divisions as detailed in the current USA Hockey Annual Guide; Under 12, Under 14, Under 16 and Under 19. The winners of each division shall advance to the Rocky Mountain District Championships.

13.5 The AAHA Board will select and announce the dates and locations of the Championship Playdowns by October 1 of each year and post the information on the state website.

13.6 Each division will have its games played locations that are determined by the AAHA Board. The AAHA Board will determine the rotation of venues for each division...

13.7 All costs related to the Championship Playdowns shall be subject to review and approval by the AAHA Board and shall be shared equally by the teams that are participating. These costs include but are not limited to ice, referees, scorekeepers, time keepers, trophies and banner. There will be a maximum cost of participation of \$2000 per team for any division. Any costs that are incurred above the \$2000 will be the responsibility of the AAHA Board.

13.8 Each Member Association must be in good standing with AAHA in order to participate in the State Championship Playdowns

13.9 Member Associations must submit, in writing to the President of AAHA of designee a declaration of their intent to participate in a Youth or Girls division of the State Championship Playdowns by October 31st of each year. The declaration shall be accompanied by a corresponding declaration deposit fee of \$500 per team. The deposit shall be applied against the final costs of each team's final fees for that specific division. Any teams that withdraw from the State Championship Playdowns after December 31 will forfeit the \$500 deposit.

13.10 Each Member Association may declare no more than one team in each division with the exception of birth year teams. Member Associations that register multiple teams in a division based on birth years will be allowed to declare multiple teams in a specific division with only one team per birth year.

13.11 A final cost per team per division to participate in the State Championship Playdowns will be provided to each Member Association no less than thirty days prior to the start of the games.

13.12 A pre Championship Playdown Credentials Meeting will be held approximately one week prior to the start of the games. All remaining fees for each team are due no later than at this meeting..

13.13 AAHA will pay the entry fee for any team that represents AAHA in the Rocky Mountain Distinct Championships.

13.14 Team Requirements.

13.14.1 Rosters of teams declaring to participate in the State Championships Playdowns must have their final rosters submitted to the Associate Registrar of Arizona by December 15 of each playing year as detailed in the current USA Hockey Annual Guide.

13.14.2 It shall be the responsibility of each team declaring to participate in the State Championship Playdowns to schedule a date to review all items required by USA Hockey with the Associate Registrar for Arizona at least 30 days prior to the first game in the AAHA State Championship Playdowns. If a team is advancing to the Rocky Mountain Championships or USA Hockey National Tournament without participating in the State Championship Playdowns, the team is responsible for scheduling a review of all items required by USA Hockey with the Associate Registrar for Arizona a minimum of thirty days prior to the first games of the Rocky Mountain District Championships or USA Hockey National Tournament..

13.15 Formats

13.15.1 Any Division of two (2) teams will play a best out of three series. The first team to win two games (all games must be played to a conclusion, no ties) will be declared the State Champion. The third scheduled game in this division will NOT be played if it is not needed to declare a Champion.

13.15.2 Any division with three (3), four (4) or five (5) teams will play a single round robin. The two teams with the greatest number of points at the conclusion of the round robin will play a single game to decide a State Champion. The team with the most points after the single round robin will be the home team in the championship game with the team having the second highest point total will be the visitor. If one or more teams are tied at the end of Round robin play, the tie breaking formula outlined in the most current USA Hockey Annual Guide will be used to break the tie and declare which team advances.

13.15.3 Any division of six (6) or more teams will be split into two divisions and will play a single round robin of three games. The four teams with the greatest number of points at the end of the single round robin will advance to play in a semi-final round. The number 1 seed will play the number 4 seed and the number 2 seed will play the number 3 seed. The number 1 and number 2 teams will be the home teams. The two winners of the semi-final games will advance to the Championship game. The team with the most points in the single round robin will be the home team for the Championship game. The winner of the Championship game will be declared the State Champion... If one or more teams are tied at the end of Round Robin play, the tie breaking formula as outlined in the most current USA Hockey Annual Guide will be used to break the tie(s) and declare which teams will advance.

14 Financial

14.1 By the August meeting of each year the Treasurer and his/her committee will present the budget for the upcoming year to the AAHA board for approval.

14.2 All funds of the Affiliate not other-wise employed, shall be deposited, from time to time, to the credit of the Affiliate, or otherwise as the Board or the President shall direct, in such bank, trust companies, savings and loans, or other depositories as the Board may select or as may be selected by any officer or officers of the Affiliate to whom power in that respect shall have been delegated by the Board. For the purpose of deposits and for the purpose of collection for the account of the Affiliate, checks, drafts, and other orders for the payment of monies that are payable to the order of the Affiliate may be endorsed, assigned and delivered by any officer or agent of the Affiliate.

14.3 No contract or other transaction between the Affiliate and any other corporation or other entity and no act of this Affiliate, shall in any way be affected or invalidated by the fact that any Member or Members are pecuniary or otherwise interested in, or are directors, officers or employees of such other corporation or entity. Any Member, individual, or corporation or entity of which such Member may be a director, officer or employee may be a party to, or may be pecuniary or other-wise interested in, any contract or transaction of the Affiliate, provided that the fact that he, she or such corporation or entity is so interested shall be disclosed or shall have been known to the Board, prior to the Board's vote on such contract or transaction and such trans-action shall be ratified by a vote of the Board without counting the vote of any interested person. Any Member who is also a director, officer, or employee of such other corporation or entity, or is so interested, may be counted in determining the existence of a quorum at any meeting of the Board that shall authorize such contract or transaction with like force and effect as if he or she were not such director, officer or employee or not so interested, but he or she shall not have the right to vote on such con-tract or transaction.

14.4 No Committee may maintain a separate bank account without the prior approval of the Board. Any person or group authorized to maintain a bank account must submit to the Treasurer a monthly financial statement by the 15th of the month following and a full yearly statement for the fiscal year within 30 days after the end thereof. These shall be submitted in accordance with the Policies and Procedures as outlined by the Board.

14.5 In the event of liquidation, dissolution or termination of this Affiliate, for any reason, any assets remaining after payment of creditors, shall be paid over to any Member Association exempt from taxation under § 501(c) (3) of the Internal Revenue Code of 1986, as amended, as shall be selected by the Board of Directors, or failing such selection, as shall be selected by the Superior Court of the State of Arizona.

14.6 Except as otherwise required by law or by these Bylaws, any contract or other instrument may be executed and delivered in the name of the Affiliate, and on its behalf by the President, or any officer or officers of the Board authorized to execute and deliver any contracts or other instrument in the name of the Affiliate and on its behalf; and such authority may be general or confined to specific instances as the Board may by resolution determine.

14.7 All checks, drafts, orders for the payment of money, and insurance certificates shall be assigned or endorsed by such officer or officers or agent or agents of the Affiliate and in such manner as shall, from time to time, be determined by resolution of the Board.

14.8 Acceptance by AAHA of sponsorships is at the discretion of, and must be approved by, the Board of Directors.

14.9 Sponsorships and/or donations shall not promote acceptance and/or usage of a regulated or illegal substance or service. These substances and services include, but are not limited to, tobacco, alcohol, or performance enhancers/alterers and gaming.

15 Board Operating Policies

15.1 The Board will announce in advance the dates and times of all meetings.

15.2 Board members should expect meetings to start and end on time.

15.3 Board members will inform the President via email or US Mail, before notice of the next Board meeting, of matters they wish to include on the agenda.

15.4 Whenever practical, the President will email, send via US Mail or otherwise distribute written materials supporting action items the Board may consider to Board members before the meeting. Board members will review these materials before the meeting.

15.5 Non-Board members wishing to be placed on the agenda must notify the AAHA President in writing via email or US Mail at least seven days before the meeting. The request should include the subject, the amount of time required, and copies of any materials that Board members need to review.

15.6 Each Board member has the responsibility of staying informed on the operations of the Organization. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and Committee meetings.

15.7 Meetings of the Board are open to all members of any Member Association. The Chairperson may close the meeting upon the vote of a majority of the Directors present and voting, to discuss personnel, confidential, disciplinary, or other sensitive matters.

15.8 Matters discussed in closed sessions of the Board shall remain within the confines of the boardroom.

15.9 Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.

15.10 Board members will set the example in all areas of conduct affecting the Organization both within and without the boardroom.

15.11 The Chairperson presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a Board member, subject to being overruled by a majority of directors present and voting at such meeting.

15.12 All Board members shall annually sign a Conflict of Interest Statement and return the statement to the President at the First Board of Directors meeting following election of the Board.

15.13 The Chairperson presiding at any meeting of the Board shall only vote on matters submitted to written vote, or on any other matter that may break a tie vote.

15.14 The Board will act on all policy decisions and all decisions involving expenditure of funds not already approved in the budget. The Board may delegate these specific items to a Committee of the Board.

15.15 The Board has a duty to leave clear written policy on all areas of Board responsibility for its successors.

15.16 Board members will complete accepted assignments on a timely basis.

15.17 The Executive Committee of the AAHA Board will consist of the President, Vice President, Secretary and Treasurer and may meet from time to time to review issues that need to be addressed prior to the next scheduled AAHA Board meeting. Any action of the Executive Committee will need to be approved at the next scheduled AAHA Meeting. Executive Committee meetings will be open to participation by any AAHA Board member.

15.18 The Executive Committee will email minutes of its committee actions within 24 hours of any meeting to all Board members.

15.19 The Chairpersons of the standing committees of the Organization shall keep the President informed as to the progress, needs and concerns of their committees. The line of communication is Committee member to Committee Chairperson to President. Each Committee will report their progress at the next scheduled AAHA Board Meeting.

15.20 Board members shall refrain from being critical of the Board, its members and staff, when communicating with other volunteers. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them. Members should notify the President of any problems with the staff.