

## Hockey Club Alaska 2023-2024 Season

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## **Introduction**

The Hockey Club Alaska (HCAK) is a youth hockey organization operating in the Kenai Peninsula 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 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.

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 players 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 for 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 hockey. The competition team is composed 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 HCAK to the same extent as house teams. Additional funding necessary to operate the competition teams comes from parents and sponsors of competition team players.

HCAK follows the rules, goals and objectives of the Amateur Hockey Association of the United States (USA Hockey). HCAK 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 HCAK. It is published as required by the HCAK Bylaws 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 HCAK**

HCAK began with one team, a House Team for U12 players in the 2018-2019 season. The team played under the umbrella of Nikiski. By the following season, the organization grew into five teams consisting of U6-U16. HCAK was officially formed in Soldotna Alaska.

It consists solely of volunteers. The association has grown rapidly due to interest. The efforts of numerous volunteers have made all of this growth possible. The continued success of the outstanding youth hockey program HCAK 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 Hockey Club Alaska.

## **Mission Statement**

Our mission is to provide an organization that is player centered with first class coaching and mentoring. We are committed to providing players, coaches, managers, spectators, and parents with the best hockey experience through a player centered focus.

## **General Guidelines**

Hockey Club Alaska consists of up to ten members on the Board. The Board is designated as a “working” Board and all Members are expected to be leaders in the HCAK youth hockey program. For complete information, please refer to the HCAK By-laws included in this handbook.

Anyone wishing to address the Board on an issue may do so by contacting the HCAK Secretary and submit in writing items for the monthly executive meeting agenda no later than three days prior to meetings. Requests will be added to the agenda with Board approval, and assigned a date as time allows. There is no guarantee that requested topics will either get heard or resolved. The member requesting the item will be notified of the Board decision 24 hours in advance of the scheduled meeting. Board meetings are held the third Tuesday of the month. Attempts to resolve problems through the lowest level should be made before addressing the Board.

All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with or authority over athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes.

All staff that will be added to a 1T roster will need to complete SafeSport Core Training. This is required annually.

## **Eligibility**

Eligibility for HCAK membership is open to any child who is of the appropriate age. HCAK will follow ASHA guidelines for eligibility. Any player who is a member of another association will be considered 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 Coach Coordinator and Coach of the affected roster. This will be done on a case-by-case basis.



## **Registration**

Competition team player registration/tryouts typically 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 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 HCAK 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 HCAK, or any other Alaska association, from previous seasons. Athletes must have a zero balance to begin participation.

Payment is due at the time of registration. HCAK registration closes October 31st or sooner if team rosters are filled. The birth year of the child determines divisional placement.

## **Birth Certificate**

A copy of a certified birth certificate must be on file with the 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).

## **Pictures**

Team pictures are taken after the teams are established and rosters set. Club photographers are chosen by the board of directors and team managers will schedule accordingly per team.

## **Parent 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**

HCAK 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 coach 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) HCAK Board

## **Equal Ice Time**

HCAK believes that every player improves when every player plays. Coaches are encouraged to do their best to offer all players equal playing time in both practices and games. In competitive youth hockey, in addition to hockey skills, coaches also value and seek to build player character. This is observed through regular attendance at practices, positive relationships with teammates, and a cooperative attitude toward coaches and officials. Therefore, equal playing time is not guaranteed at this level of play. There are many factors that can affect the amount of playing time for a particular player. The policy of the Club is that playing time is earned and not given. Starting positions and playing time are both earned by coming to practice regularly and by working hard, competing and concentrating during practices and games. Coaches may also use their discretion about the competitive advantage of placing a player on the ice at a specific time during a game. Should players or parents have any questions or concerns about playing time issues, please discuss such issues with your Coach at the appropriate time.

## **Scheduling**

Everyone is allotted a minimum of two sheets of ice per week. Games will be scheduled through the coaches. Those dates and times are at the discretion of the coach.

## **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 HCAK.

- \*helmet with face mask
- \*mouth piece
- \*shin pads and elbow pads
- \*shoulder and chest pads
- \*hockey gloves
- \*hockey pants
- \*athletic supporters with hard plastic cup/jock (male)
- \*pelvic protector/jill (female)
- \*hockey socks and garter belt
- \*jersey (provided by HCAK)

\*hockey skates

\*hockey stick

\*neck guard

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.

## 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.

## 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. Goaltenders can assist in other practices at no additional cost if invitation is requested by the team coach. Any exceptions to this rule must be approved by the Coach 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 for most teams starts in August. It typically finishes in March, usually with a tournament. Competition Teams start practices in August or early September. Tryouts for competition teams are held in August. The purpose of tryouts is to evaluate a player's skating ability, hockey skills and commitment to teamwork in order to place him or her on a team that

will provide the best environment for improving their self-confidence and enjoyment of the sport of ice hockey. On-ice evaluations will be conducted prior to the selection of players to teams. Each team will have a designated Head Coach before teams are selected. Tryout formats for each level and division may vary in relation to the age and experience of the player pool trying out for that level/division. All players attending tryouts for a comp level team are required to register and attend. A player's inability to attend the tryouts as a result of a family-related conflict and/or illness or injury requires timely notification to the HCAK Registrar and/or team Head Coach and will be reviewed on a case-by-case basis. A separate on-ice evaluation may be requested by the Head Coach in order for a player to be considered to be placed on a team. Competitive team rosters are finalized as of December 1st of each season. House team rosters are finalized as of December 15th of each season. If a player is not correctly rostered by that date, birthdate verified, etc., the player WILL NOT be eligible to participate in their team's state tournament. The HCAK Registrar will contact player parents as dates approach to let them know if their player's eligibility is in question.

## **Communication**

All communication that is directly related to a particular team will be done on designated TeamSnap. All comments must be appropriate. This is not a venue to discuss personal issues or disagreements with the organization. If you have an issue that needs to be addressed, contact the appropriate board member. If you are unsure as to who that is, the Secretary can direct you to the appropriate board member. Each board members' email address is listed on the website. This is the best avenue to take to reach out to them. All communication, with regard to the club, will be posted on Hockeyclubalaska.com. All board members must utilize their HCAK email accounts for all club correspondence, and only for club purposes.

## **Location of Games**

The majority of our practices are between the Soldotna Sports Center and the Kenai Ice Rink. Games can be held anywhere on the Kenai Peninsula, Anchorage, Wasilla, Palmer, or Fairbanks due to hosting by other associations or tournaments. As nearly as possible, each team is given an equal amount of ice time.

## **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 coaches have a SafeSport background check. This certification is on file with the organization. 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, scheduling team photos, 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 HCAK. Team managers are responsible for notifying the HCAK President and HCAK's Coach Coordinator of any incident, by means of the official HCAK incident report form, which could be perceived as negative to HCAK 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. Each team is responsible for ordering referees for exhibition and League games. ([www.hockeyref.net](http://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 Hockey Club Alaska sponsors two tournaments as well as State Championship entry for each division, Fees due for participation in other tournaments is the responsibility of the participating team, which should be divided evenly among all participants on that team. It is the goal of HCAK that each team be given an opportunity to participate in a seasonal tournament.

## Fundraising

HCAK has a yearly fundraiser. All players are required to fundraise a minimum of \$200 per player. If the player is unable to procure the funds, the guardian is responsible for said fee. Said fees will be attached to your end of season invoice.

## Registration Fees

The registration fees are set annually by the HCAK Board Members in conjunction with approval of the season's budget. If HCAK is unable to procure the funds, the guardian is responsible for said fee. Said fees will be attached to your end of the season invoice.

A punch card system is available to those players who are from an outside organization with each punch costing \$20. This does not cover tournaments. These cards are only available upon request from the coaching director and the approval of the coach the player is requesting to play on.

If a player is unable to finish out the season, the guardian may fill out an Opt-Out form found on the website and submit this to the board for review. Once this form is filled out and approved by the Board, they are no longer able to return for the season and will not be billed any further.

Payments can be paid online or with a check. No cash payments allowed. For additional information please contact the Manager of Managers or Treasurer.

## Contributions

HCAK 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 HCAK shall present the proposal to the Volunteer Coordinator for approval prior to conducting the activity.

## Standards of Conduct

HCAK abides by the rules and codes of conduct for players, coaches, referees, and parents, as well as the guidelines for discipline outlined by the Alaska State Hockey Association and USA Hockey. For players, HCAK endorses and upholds the following Code of Conduct for Players excerpted from the USA Hockey Playing Rules p. XXIV:

### ***USA Hockey Player's Code of Conduct***

- *Play for fun.*
- *Work hard to improve your skills.*
- *Be a team player – get along with your teammates.*
- *Learn teamwork, sportsmanship and discipline.*
- *Be on time.*

- *Learn the rules and play by them. Always be a good sport.*
- *Respect your coach, your teammates, your parents, opponents and officials.*
- *Never argue with an official's decision.*

In addition to expected Standards of Play outlined in USA Hockey Playing Rules and enforced by referees during games, HCAK Coaches will abide by and enforce USA Hockey's Fair Play and Respect expectations both on and off the ice. HCAK requires that all players abide by the expectations outlined in USA Hockey's Handbook, but in particular, the following expectations for Fair Play and Respect (USA Hockey Playing Rules, p. VII):

### ***Fair Play and Respect***

*Fair play and respect are the backbone of any successful amateur sports program. In order for a positive environment to be created, it is imperative that all participants and spectators have respect for all players, coaches, officials, administrators, spectators and the sport of hockey. Hockey is a game demanding high levels of concentration and skill. Taunting or unsportsmanlike conduct directed at opponents or officials will not be tolerated.*

*USA Hockey does not tolerate any abusive behavior, including racial and other derogatory slurs directed at players, coaches and officials. All participants are reminded that any language that is hateful or discriminatory in nature will be penalized with an automatic match penalty.*

*Abuse of officials is a continuing problem at all levels of play, and as a result the retention of officials in all youth sports has become a significant issue that affects the quality and number of available officials. USA Hockey is committed to taking a leadership role in this area and has in place a Zero Tolerance Policy towards unsportsmanlike behavior. Officials are required to strictly enforce all actions that are deemed to be abusive in nature in an effort to change the culture of what is deemed to be acceptable behavior when it comes to respect for officials.*

## **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 address the situation.

## **Rink**

There shall be no skating on the hockey rink between periods during HCAK 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 HCAK game or practice. Nor will a coach appear at a HCAK 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 HCAK game, practice or other event.

Substance abuse of any kind by players will be handled by the Discipline Committee.

## **Foul Language**

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

## **Fighting**

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

## **Vandalism and/or Theft**

Vandalism and/or theft of any nature at any facility will not be tolerated. Any occurrence of such will be handled by the HCAK Board of Directors Disciplinary Committee. Pursuant to the HCAK By-Laws, a Discipline Committee shall be formed on an as needed basis 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. Questions and problems should be addressed immediately and channeled as follows:

- 1) Team Manager/Coach
- 2) Coaching Coordinator
- 3) HCAK Board



## Disciplinary Policies

### Disciplinary Policy for Players

All HCAK 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 HCAK Handbook.

### Game Situations

Game Misconduct: Suspension from one game for each penalty and reviewed by HCAK Discipline Committee.

### Gross Misconduct:

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

### Match Penalty:

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

### HCAK Disciplinary Policy for Coaches:

All HCAK 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 HCAK Handbook. Coaches will be expected to sign and follow the USAH Coaches Code of Conduct. Violations of USAH or HCAK expectations will be reviewed by the Discipline Committee for action. Complaints regarding coaching behavior shall be directed to the Coaching Coordinator who will then discuss them with the coach. If the Coaching Coordinator is not available, or if the complaint involves the Coaching Coordinator, the President will be the point of contact. If the matter cannot be satisfactorily resolved with the Coaching Coordinator and coach, 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. Feedback from coaching surveys will also be considered. If an issue requires the Disciplinary Committee, and the offense is deemed serious enough to necessitate that the coach no longer be welcome to coach with HCAK, an official letter will be drafted and sent by the Board.

Minimum penalties are recommended by the Discipline Committee for the following coaches' violations. The following penalties are recommended for these 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 HCAK.
- Second Offense: Immediate removal from HCAK 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 an automatic review to be done by the State Disciplinary Committee within 30 days.

### **HCAK Disciplinary Policy for Parents**

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

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

The coach is ultimately responsible for the conduct of the parents with his/ her team. Complaints regarding parental behavior shall be directed to the Team Manager who will then discuss them with the coach. If the Team Manager is not available, or if the complaint involves the team manager, the coach shall be contacted directly. If the matter cannot be satisfactorily resolved at the team level, it may then be referred to the 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:

A letter of warning may be issued to the offending party. The offending party may be restricted from HCAK activities

## House Programs

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

- A safe and healthy environment for all.
- 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 overemphasis on winning
- A philosophy which attempts to reduce the number of players that become disenchanting and dropout.
- Qualified adult leadership

The HCAK House program has three categories of players: Initiation (6U division), Development (8U), and Recreational (Co-Ed, 10U-18U, 10U-19U).

### 6U Level

For young children ages 4-6. This is a beginning level with a lot of fun for everyone! HCAK’s goal is to teach them fundamentals of skating, basic hockey positions, and getting up on their own by the end of the season. They will learn basic skills to get them ready for the 8U division.

### 8U Level

For children ages 7 and 8. What to expect: more puck touches, maximum ice utilization, increased competition, and fun for all participants. HCAK believes the only stat worth keeping is how much fun they’re having.

### 10U Level

For children ages 9 and 10. Competition gets tougher at this age. Players pick up rules and team play quickly, are introduced to positioning, and enter into the competitive spirit. Must meet ASHA half-ice policy. What to expect: a better practice-to-game ratio, prime window for skill development, focus on athleticism before hockey, and an increased emphasis on decision-making skills.

### 12U Level

For older children ages 11 and 12. Competition and game sense are definitely heightened at this level where athletic skills start to shine. What to expect: a better practice-to-game ratio, prime window for skill development, focus on athleticism before hockey, and an increased emphasis on decision-making skills.

### 14U Level

For adolescent ages 13 and 14. 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.

What to expect: Increased hockey training schedule, players take more responsibility for off-ice training, managing recovery becomes important, emphasis on making sure the competition is meaningful.

### **16U/18U Level**

For teenagers and young adults ages 15-18. Many of these players are involved in high school hockey. Girls play up to 19 years old. What to expect: Increased hockey training schedule, players take more responsibility for off-ice training, managing recovery becomes important, emphasis on making sure the competition is meaningful.

### **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.

### **Evaluations**

Evaluations are used as a basis for team selection and tiering for recreational players.

### **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. 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 6U, 8U, 10U players in their respective age groups; however, depending on the number of registered, HCAK may combine age levels in order to field teams in a certain age group.

### **Playing Up**

All decisions regarding players wishing to “play up” into the next division will be made internally adhering to ASHA guidelines.

- 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
- If tiering exists, the player must be drafted by a coach of the higher division. If not, he/she plays in their own division.
- Requests to play up after the season begins must be made to the Coach Coordinator prior to August 15th
- An evaluation and determination will be made by the Coach Coordinator and both coaches
- No player will be allowed to move up after October 31, except within 8U division.
- No player may move up from 12U to 14U, with the exception of 14U B.

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

### **Player Transfers within HCAK**

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:
  - Prior to House Evaluations – Be evaluated with the rest of his/her age division
  - After Evaluations – Be considered an upper level skill player.
- Non-Tiered Divisions:
  - Team size and team need will be used to place the skater.

### **Ordering Jerseys**

Player jersey orders are required to go through coaches and Team Managers prior to any purchases. If multiple players choose the same jersey number for the same team, priority will be determined as follows: seniority player gets preference, if seniority is equal, the player with the earlier birth-date gets the number.

### **Extra Fees**

If a player chooses not to participate in the annual Skate-A-Thon or does not meet the minimum requirement of \$200, the guardian(s) will be responsible for funds. Each season Hockey Club Alaska sponsors two Tournaments for each division, to be determined by Hockey Club Alaska on a case by case basis. Fees due to participation in other tournaments is the responsibility of the parents of the players on the given team.

## **Competition Program**

Players and/or parents interested in the Competition Program may wish to know generally what financial and time commitments could be expected by a participant in the Competition Program. Although the intensity of activity for each team is determined largely by the coach and parents, generally, one could expect 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. HCAK receives season ice allocations on the Kenai Rink and the Soldotna Sports Center. The cost for fielding a Competition team may run \$20,000 to \$40,000 per season, per team; however, the “per player” cost can vary from team to team depending on how active and successful parents and Team Managers are at soliciting sponsors and contributions. Parents and players should be aware that in-state travel to Kenai, Anchorage, Juneau and Fairbanks is mandatory. Out-of-state travel traditionally begins at the 12U age division and increases from one trip to two or more at the 18U age divisions.

Competition teams are completely self-reliant financially. Parents with players on Competition teams are responsible for the financial health of their team. Parents may not use refusal to pay their team bill as a means to indicate their displeasure with HCAK 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 parents are under financial hardships, it is their responsibility to contact the Treasurer to work out a payment plan that still allows the player to continue to skate.

Final bills shall be paid within 30 days after State Hockey. The Alaska State Hockey Association will be promptly notified at the conclusion of the hockey season of any outstanding accounts so those players will be denied future registration on any Alaska hockey team until their account is cleared with HCAK.

HCAK issues monthly invoices to Competition Teams for team ice used the previous month. Competition team Treasurers are given 30 days from the time the invoice has been received to submit ice payments to HCAK.

## **Constitution**

### **Article I: Name**

The name of this organization shall be Hockey Club Alaska, Inc., AKA The Northern Knights Association, The Hockey Club Alaska Association, or HCAK.

### **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.

## By-Laws Article of Definitions

### Section 1

Whenever the initials HCAK are used in these By-Laws, they shall mean Hockey Club Alaska 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 HCAK 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 HCAK 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 HCAK.

### Section 7

Whenever the term employee is used, it shall mean an unpaid volunteer of HCAK.

### 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.

### **Section 11**

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

## **Article II: Membership**

### **Section 1**

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

### **Section 2**

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

### **Section 3**

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

### **Section 4**

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

### **Section 5**

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

### **Section 6**

General Members shall have access to books and records pertaining to the operation of HCAK, upon written request to the Secretary, stating the type of records needed and reason for request. The Board retains the authority to vote on which records shall be available for General Member review. Requests for records review are subject to the following procedures:

1. Requests for any club records must be made to the Secretary in writing, specifying title of each document requested, date range for documents (if documents are more than 12 months old, additional time for records is required), and detailed reasoning for the request.
2. The Secretary shall ensure that the request is added to the next Board meeting agenda for an approval vote.



3. Each individual record requested will be treated as a separate request and will be voted on separately by the Board. Board decisions to approve or deny the request will be provided to the Member submitting the request in writing within a week after the meeting.
4. If the request is approved, 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 Board vote.
5. Records approved for review at the Board meeting will be prepared and available for review within two weeks, unless additional time is necessary to gather requested documents. The Board reserves the right to require up to 4 weeks' time (in addition to the time for the request to be added to the next meeting agenda) to prepare the requested records for the requested review.
6. The Board reserves the right to deny Members access to documents or records containing confidential information of other members.

### **Section 7**

Each household is allotted two votes per open Board Seat. Who these voting individuals are, will be determined at the time of registration and noted on the form.

## **Article III: Board**

### **Section 1**

The Board shall be composed of the President, Vice-President, Secretary, Treasurer, Coach Coordinator, Manager of Managers, IT Coordinator, Volunteer Coordinator, and Ice Scheduler/Registrar. A member of the Board must be a general or associate member of HCAK. If an Associate member of HCAK 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 HCAK youth and adult hockey programs. Each board member is expected to attend monthly General Membership and Board meetings. (Article IV, Section I, #9)

### **Section 2**

Each Board Member shall be elected for a period of two years. General Election will occur annually on the third Tuesday in May. Board Members shall be elected by a majority vote of the General Membership during the annual General Election held in May. 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 except for interim vacancies created by resignations which shall be filled by the procedures contained within these by-laws. (see Article IV, Section 1, In 4) Board members that are currently serving in their first year of a two-year term are ineligible for nomination.

### **Section 4**

The Board shall meet at least monthly, usually the third Tuesday of the month, or more often as deemed necessary by the President of the HCAK. 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. Anyone wishing to address the Board on an issue may do so by contacting the HCAK Secretary and submitting in writing items for the monthly executive meeting agenda no later than three days prior to meetings. Requests will be added to the agenda with Board approval, and assigned a date as time allows. There is no guarantee that requested topics will either get heard or resolved. The member requesting the item will be notified of the Board decision 24 hours in advance of the scheduled meeting. 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. Conventions regarding the public comment portion of the meetings limit speakers to 3 minutes, only addressing topics on the agenda.

### **Section 5**

A quorum shall be the majority of filled Board positions. Only Board Members are entitled to vote at Board Meetings. There shall be no proxy voting; however, voting via teleconference is allowed. If at any meeting there is less than a quorum present, the Meeting shall be rescheduled.

### **Section 6**

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

## **Article IV: Board Authority and Responsibilities**

### **Section 1**

The Board shall have the power to:

1. Guide the HCAK 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 HCAK Discipline Committee, coaches, or others who are in a position of authority, only upon appeal by the appropriate parties to the HCAK 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, including instances of resignation.
5. Have immediate access to all books and records pertaining to the operation of HCAK.
6. Approve the hiring and termination of all employees of HCAK. The Board may, however, delegate specific powers to Committee Chairs, individual members of the Board, or Officers, except as excluded in Article V, Section 2 below.
7. Approve nominations for members of standing committees by Committee Chairs for those committees requiring Board approval per Article VII, Section 1.
8. Approve an annual budget no later than July 31st of each year and a revised budget no later than December 31st each year.
9. Remove any Board member who has three (3) non-approved absences, or due to other extenuating circumstances to be 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 some reasons for the removal of a Board member:
  - When the Board member demonstrates a lack of participation or fulfillment of their duties.
  - When the Board member acts contrary to the By-Laws and/or constitution of HCAK.
  - When the Board member does not act in good faith on behalf of HCAK. 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 HCAK Board; 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; theft, embezzlement, or failure to discharge assigned duties and responsibilities. Removal of the Board member requires the vote of the full Board.

## **Article V: Recall of Board Members**

### **Section 1**

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

### **Section 2**

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

### **Section 3**

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

### **Section 4**

Recall voting shall be accomplished by secret ballot.

### **Section 5**

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

### **Section 6**

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

## Article VI: Officers and Duties

### Section 1 General:

The Officers of HCAK shall consist of the President, Vice-President, Secretary, Treasurer, Coaching Coordinator, Manager of Managers, Volunteer Coordinator, IT Coordinator, and Registrar/Ice Scheduler. Officers are charged with the execution of the day-to-day duties of the HCAK 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. Decide all questions of order; appoint all ad hoc committees, unless otherwise ordered by the General Membership.
3. Direct day-to-day operations of HCAK 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 HCAK's Bylaws or Constitution.
4. The President's signature is one of two valid signatures for the execution of checks drawn on the HCAK's checking account.
5. The President is expected to attend and represent HCAK at the ASHA meetings. If unable to attend, the President is responsible to send or appoint another individual.
6. Ensure renewal of club registration documents (Bridges, State of Alaska licensing) and ensure renewal of subscription services (SportsEngine, GoDaddy, TeamSnap)

### Section 3 The Vice-President Shall:

1. Assume all duties of the President in the event of the President's absence or resignation.
2. The Vice President will review cleared checks against bank statements, copies of deposited checks/ cash against bank statements, and receipts monthly.

### Section 4 The Secretary Shall:

1. Keep the minutes of all Meetings of the Board and of the General Membership. Send a copy of the Minutes within a week following the Board Meeting.
2. Shall ensure distribution of all Meeting notices to the Board and to the Membership.
3. Be the Association Historian and shall be the custodian of the HCAK archives.
4. After terminating office, shall turnover said materials to the successor.
5. Ensure that written requests for information or access to records and books are referred to the appropriate officer or staff member within two weeks of receipt of the request.
6. Work with the HCAK IT to manage the HCAK website.
7. 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.

**Section 5 The Treasurer Shall:**

1. Will work with the Registrar to ensure all monies paid to the association are deposited within 5 business days.
2. In conjunction with a designated accounting firm, approved by the Board, maintain control and custody over all HCAK books and records.
3. The designated President, and Secretary are the only valid signatures to sign checks on the HCAK account.
4. The Treasurer is responsible for presenting a financial report at each monthly Board meeting. The report shall include the following items, distributed electronically: • General Account Balance • Balance Sheet • Any other financial documents requested by the board, such as Profit and Loss, Detailed General Ledger, and Budget Report.
5. At the annual Membership meeting, the treasurer shall present a financial report illustrating the activity since the last Meeting and the current financial position of the Association.
6. A fiscal, end-of-year close-out report, subject to audit, shall be prepared no later than a fiscal year.
7. The Treasurer will work with the designated accounting firm to ensure IRS reports are filed on time.
8. The Treasurer will work with the designated accounting firm to complete the biennial state corporation registered agent report.
9. At the completion of term of office, the Treasurer shall conduct a joint audit with his/her successor and turn over all books.
10. Shall perform all duties incident to the Treasurer as directed by the Board and/or President.

**Section 6 Coach Coordinator:**

1. Coordinate with Ice Scheduler indoor ice schedules and requests for ice time
2. Work with the local rinks to coordinate requests for ice time.
3. Plan the structure and program for the House teams.
4. Act as liaison with other youth hockey associations, house programs, leagues and arenas. Attends all ASHA House Council meetings.
5. Implement the Board's plan for House Player evaluations and the House Team selection process 10U-18U. In conjunction with the Coaches, make recommendations to the Board concerning primary coaching assignments for the House teams.
6. Be available for initial parent and Team Manager meetings.
7. Serve as Chair of the Discipline Committee.
8. Ensure the Discipline Committee is staffed with Competition and House Program representatives.
9. Make recommendations to the Board concerning primary coaching selections.
10. Work with HCAK Registrar to ensure all Coaches are certified as required for their Divisions, are listed appropriately with USA Hockey, background checks are up to date, and SafeSport is up to date.

11. Work with HCAK IT to create and distribute end-of-season coaching survey. Review and share results as needed. Use information to inform future coaching placements.
12. Provide coaches with Coaching Responsibilities Protocol and any updates from Alaska State Hockey Association and/or USA Hockey

### **Section 7 Volunteer Coordinator:**

1. 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.
2. Shall be a help with the organizing of Tournaments and related Finances.
3. Will be available and accessible for any house program needs throughout the season.
4. Work with HCAK Information Technology to develop and maintain Volunteer Database and ensure that formal volunteers complete background check and SafeSport.
5. Liaison between the Board and volunteers to assist with events, projects, and staffing committees.
6. Assist with Registration for both Competition and House teams and solicit volunteers.

### **Section 8 Managers of Managers**

1. Be responsible for publicizing activities, promoting public awareness of HCAK, and coordinating awards and presentations for players and Members of HCAK.
2. Maintain liaison with local schools, governmental agencies, and other non-hockey organizations.
3. Oversee the dissemination of information of marketing communications, as well as manage HCAK social media sites.
4. Design and distribute promotional materials, participate in exhibits and festivals, and coordinate awards.
5. Work with HCAK Secretary, Treasurer, and Information Technology Coordinator, Registrar in regards to supervising all sponsorship activities, ensuring website, banners, and other documents are up to date.

### **Section 9 Ice Scheduler/Registrar**

1. Work with the local rinks to coordinate requests for area ice time.
2. 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.
3. Determine, through the budget process, the cost associated with player registration in the Hockey Club Alaska Competition Program.
4. Be a member of any Tournament and Finance committees.
5. Will be available and accessible for any Comp or House program needs throughout the season.
6. Provide administrative support and Registrar services to the Association as directed by the Board.

7. 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.

**Section 10 Information Technology Coordinator shall:**

1. Maintain website, including, but not limited to all forms, announcements, registration information, fees, and upcoming events
2. IT Coordinator is responsible for creating the accounts, providing login credentials, and ensuring account recovery measures are enabled.

## Article VII: Meetings

**Section 1**

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

**Section 2**

Special meetings of the General Membership may be called as needed by the Board at a time and place to be specified by the President, with 48 hours notice to members.

**Section 3**

The Secretary or Information Technology Coordinator shall notify all General and Associate Members of any General Membership meeting at least 48 hours in advance.

**Section 4**

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

## Article VIII: Nominations and Elections

**Section 1**

Elections of Board Members shall be held annually during the Spring General Membership Meeting on the Third Tuesday of May. Transferring of positions will occur on the Third Tuesday of June.

**Section 2**

Nominations shall be open no earlier than 90 days before the announced date of the election. The nomination period will close at the start of voting. Voting will be open to all members and will last for a one week period.



### **Section 3**

Nominations shall be received for all offices from the floor at all General elections. Any Member is eligible to be nominated (with the exception of existing in-term board members) provided their name is placed in nominations by the HCAK Secretary for all offices, until 6:00 p.m. on the week before voting begins. Nominations must be received in writing by the Secretary.. Nominations shall be received until 6:00 p.m. on the week before voting begins. Nominees must accept their nominations in writing and received by the Secretary to be an eligible candidate. Statements from nominees are optional but shall be requested at the time of contact. The IT Coordinator will work with the Secretary to add all eligible candidates to the ballot.

### **Section 4**

The candidate receiving the highest number of votes shall be elected. Election shall be by secret ballot and be conducted online via Election Runner, Survey Monkey or Google Forms. Any tie votes will be decided by a vote from all members, officers included, via a secondary online election. A second tie vote shall be decided by a coin toss performed by the President.

### **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 following closure of the election.

### **Section 7**

The Secretary shall be charged with the responsibility of reviewing such rules and policies as may be necessary to run the election. All such rules and policies shall be approved by the Board. The Secretary and Information Technology Coordinator shall advertise for candidates and keep a written record of all nominations received which may include all offices.

### **Section 8**

The positions will be cycled out determined by odd and even years:

- President- two year term (Odd)
- Vice President- two year term (Even)
- Treasurer- two year term (Odd)
- Secretary- two year term (Odd)
- Registrar/Ice Scheduler- two year term (Odd)
- Information Technology Coordinator- two year term (Even)
- Coaching Coordinator- two year term (Even)
- Volunteer Coordinator- one year term (Even)
- Managers of Managers- one year term (Even)

## Article IX: Contracts and Agreements

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

## Article X: 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 HCAK, provided they are presented for payment to the Treasurer no later than 60 days after the expense was incurred. A receipt for goods or services must accompany the request for payment. A certified statement may be accepted in lieu of a receipt for unusual circumstances. The HCAK shall not be liable for unauthorized expenses. Anyone making unauthorized purchases may not be reimbursed. Expenses related to policy based requirements, including background screening and coaching certification expenses, are eligible for reimbursements.

### 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 XI: General

### Section 1

Fiscal and Accounting Year: HCAK fiscal and accounting year shall be from July 1st through June 30th the following year.

### Section 2

Checks: All checks issued by HCAK must be signed by the two valid signatures, President and Secretary with the exception of checks exceeding the value of \$500. In this situation, HCAK requires Board approval. \*Ice billing is an exception to this stipulation.

### Section 3

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

### Section 4

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

### **Section 5**

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

### **Section 6**

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

## **Article XII: 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 no later than two weeks prior to the May General Membership meeting to be considered for adoption. Any other proposed changes will come from the By-Laws Committee and Board itself, subject to approval of the General Membership.

### **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 HCAK Secretary and/or HCAK Information Technology Coordinator. These policy changes and temporary rulings shall be considered binding upon the general membership and the board immediately upon the date of issuance.

### **Section 3**

It is the responsibility of all Members to read any announcements issued by the HCAK Secretary and/or HCAK Information Technology Coordinator.

### **Section 4**

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

## Section 5

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

## Article XIII: Indemnification of Officers and Directors

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

## 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 the entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include the size of committee desired and method of selecting the members (election or appointment).

- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/ action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - HCAK Membership Handbook 2019-2022 34 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

## HCAK Handbook Appendix 1: HCAK CONFLICT RESOLUTION PROCEDURE

HCAK members with club-related concerns and issues are expected to communicate with respect, courtesy and with the goal of working toward a satisfactory resolution for all parties involved. It is always best to try to resolve disputes at the lowest level possible. HCAK asks that you address your issues or concerns off the ice and out of the presence of other spectators, parents, and players. It is strongly recommended you allow a minimum of 24 hours to reflect on a situation prior to expressing your concern(s).

<b>Step One- For team or coach- related concerns, attempt to Resolve Situation Directly</b>	<b>Resolution</b>
<p>Wait 24 hours, then bring concern to the attention of the Team Manager in writing, presenting the facts of the situation, relevant dates, and the parties involved. The written complaint will provide documentation of the chain of events as well as a record of the timeline of the conflict resolution. Please use the Complaint Form in this document.</p>	<p>Team manager will endeavor to understand the facts of the situation and resolve conflict at this level through discussion with parties involved. Team Manager will follow up in writing to document the conflict resolution process.</p>

<b>Step Two- Escalate the Concern (if resolution at Step One is not successful) to the Coaching Coordinator &amp; SafeSport Representative</b>	<b>Resolution</b>
<p>If the initial attempt does not resolve the matter, either the complainant or the Team Manager may contact the Coaching Coordinator or SafeSport Representative (Registrar) with a written statement detailing the concern and mention of the attempts that have already been made to resolve. Written statements should be submitted within a week (seven days) of the initial conversation with the Team Manager or Head Coach.</p>	<p>The Coaching Coordinator and SafeSport Representative (Registrar) will review written documentation of the concern or incident. A meeting of all parties involved may be called in order to discuss the concern or grievance and the Coordinator and/or SafeSport Representative will issue a joint decision to either uphold the grievance or to consider the matter resolved, within ten days of receipt. If grievance is considered resolved, this will serve as the conclusion of the matter. Written documentation of the decision will be provided to all involved parties. In situations where the Coaching Coordinator or SafeSport Representative (Registrar) are the subject of the concern, other Board members can assume the role of the SafeSport Representative in order to prevent a conflict of interest.</p>

<b>Step Three- Executive Board Intervention</b>	<b>Resolution</b>
If the grievance is upheld, the Executive Board will be convened within a week (seven days) to review written documentation of the incident/concern.	The Executive Board will determine the remedy and/or corrective to be taken. Written documentation of the decision will be provided to all involved parties.

If all steps above have been taken without satisfactory resolution, any further appeals would follow Alaska State Hockey Association and/or USA Hockey guidelines for grievance.

Complaint forms and documentation will be archived in hard-copy form in a binder and will be in keeping of the SafeSport Representative.

**HCAK Northern Knights Complaint Reporting Form**

The board only accepts complaints in writing and those that relate to players, coaches, and/or association members.

Name:	Date:
Address:	Telephone:
Affiliation to League (circle all that apply) Coach    Player    Parent	Team:
Complaint: (record details of incident, what was witnessed/experienced; record facts and statements, not interpretations; or statements of any other witnesses)	



(continued)

REPORTING:

I declare that I have made true, correct, and complete answers and statements on this form, and/or any attachment to this complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that the HCAK Board will determine the validity of the complaint as to whether the complaint is viable or of a personal nature, and action will be taken accordingly, which may include the Disciplinary Committee involvement.

**The association does not have authority over facilities, rink staff, or spectators.**

## HCAK Appendix 2: HCAK DISCIPLINARY PROCEDURE

As members of the Alaska State Hockey Association and USA Hockey, HCAK abides by those organizations' rules and codes of conduct for players, coaches, referees, and parents. For players, HCAK endorses and upholds the following Code of Conduct for Players excerpted from the USA Hockey Playing Rules p. XXIV:

### **USA Hockey Player's Code of Conduct**

- *Play for fun.*
- *Work hard to improve your skills.*
- *Be a team player – get along with your teammates.*
- *Learn teamwork, sportsmanship and discipline.*
- *Be on time.*
- *Learn the rules and play by them. Always be a good sport.*
- *Respect your coach, your teammates, your parents, opponents and officials.*
- *Never argue with an official's decision.*

In addition to expected Standards of Play outlined in USA Hockey Playing Rules and enforced by referees during games, HCAK Coaches will abide by and enforce USA Hockey's Fair Play and Respect expectations both on and off the ice. HCAK requires that all players abide by the expectations outlined in USA Hockey's Handbook, but in particular, the following expectations for Fair Play and Respect (USA Hockey Playing Rules, p. VII):

### **Fair Play and Respect**

*Fair play and respect are the backbone of any successful amateur sports program. In order for a positive environment to be created, it is imperative that all participants and spectators have respect for all players, coaches, officials, administrators, spectators and the sport of hockey. Hockey is a game demanding high levels of concentration and skill. Taunting or unsportsmanlike conduct directed at opponents or officials will not be tolerated.*

*USA Hockey does not tolerate any abusive behavior, including racial and other derogatory slurs directed at players, coaches and officials. All participants are reminded that any language that is hateful or discriminatory in nature will be penalized with an automatic match penalty.*

*Abuse of officials is a continuing problem at all levels of play, and as a result the retention of officials in all youth sports has become a significant issue that affects the quality and number of available officials. USA Hockey is committed to taking a leadership role in this area and has in place a Zero Tolerance Policy towards unsportsmanlike behavior. Officials are required to strictly enforce all actions that are deemed to be abusive in nature in an effort to change the culture of what is deemed to be acceptable behavior when it comes to respect for officials.*

<b>HCAK Disciplinary Committee Procedures (for issues involving player conduct)</b>
<p>Requests for convention of the Disciplinary Committee to address issues of player conduct may be submitted by Coach, Team Manager, Coaching Coordinator or SafeSport Representative. Parents of players receiving a referral to the Disciplinary Committee will be notified within 48 hours of the report for misconduct, or prior to the next HCAK practice or game. Notice of hearing must include allegation of misconduct, potential disciplinary actions, and notice of the time and location where the Disciplinary Committee will hear the matter. Notices will be emailed to the address on file with HCAK. Notices must be provided at least seven (7) days prior to the time set for the hearing. Disciplinary hearings will be held in closed session and will be conducted in conformance with USA Hockey Bylaw 10.</p> <p>The Disciplinary Committee will be composed of the HCAK Executive Board members who are not directly involved in the incident(s) of concern.</p>

<b>Potential Disciplinary Actions</b>	
<p>The HCAK Disciplinary Committee will address player misconduct in accordance with the Standards of Conduct outlined in the HCAK Handbook and in compliance with the USA Hockey Official Playing Rules Handbook and USA Hockey’s SafeSport guidelines.</p> <p>Violations of the following rules may result in immediate removal from a team event and will result in referral to Disciplinary Committee</p> <ol style="list-style-type: none"> <li>1. Substance abuse of any kind by players</li> <li>2. Foul language, profanity, or inappropriate gestures on or near the rink</li> <li>3. Fighting on or around the rink</li> <li>4. Vandalism and/or theft</li> <li>5. Abuse behavior or language directed toward officials, players and coaches</li> </ol> <p>Corrective action may include the following decisions, based upon the level or severity of the infraction. Corrective actions are listed in order of severity, and may be issued progressively if infractions are cumulative. However, it is not necessary to exhaust lower level remedies if an infraction warrants more severe correction, even if it is a first offense. These action steps are not intended as a substitute for the coach’s general authority to correct or hold players accountable for improper behavior at a game or practice. For example, if players are not cooperative, following directions, or respectful of coach/peers, coaches may provide appropriate verbal correction, or limit a portion of ice time during a single practice or game, or remove players from an HCAK event, game or practice, and such corrections would not be considered suspensions or require the coach to refer a player to the Discipline Committee.</p>	
<b>Verbal warning</b>	<p>May be issued for</p> <ul style="list-style-type: none"> <li>- unintentional rule or Standards of Conduct violations</li> <li>- unsportsmanlike conduct</li> </ul>

	<ul style="list-style-type: none"> <li>- disruptive/disrespectful behavior that does not constitute abuse</li> </ul>
<p><b>Written warning (Coaches will use form in this document)</b></p>	<p>May be issued for:</p> <ul style="list-style-type: none"> <li>- actions requiring coaches or officials to give repeated verbal warnings to a player</li> <li>- Blatant Standards of Conduct violations</li> <li>- Blatant or intentional actions performed by a player that would result in a major or minor game penalty</li> </ul>
<p><b>Short Term Suspension*</b> (14 day period of suspension from all HCAK activities) applied to practices, regular season games, and/or other games. A short term suspension may not include more than four (4) regular season games. A player becomes eligible for Short Term Suspension after receiving one written warning.</p>	<p>May be issued for:</p> <ul style="list-style-type: none"> <li>- Blatant Standards of Conduct violations</li> <li>- Repeated written warnings, or any action that would require a game misconduct penalty</li> <li>- Fighting before, during or after any HCAK activity</li> <li>- Repeated verbal warnings with no behavior improvement</li> </ul>
<p><b>Long Term Suspension*</b> (period of more than 14 days of suspension from all HCAK activities), applied to practices, regular season games, and/or other games. Any suspension that includes five (5) or more games is considered a long-term suspension.</p>	<p>May be issued for:</p> <ul style="list-style-type: none"> <li>- Blatant Standards of Conduct violations</li> <li>- Repeated actions requiring verbal or written warnings, reductions in practice or playing time, or previous suspensions</li> <li>- Fighting during any HCAK activity</li> <li>- Any malicious action that causes injury to another player, coach, ice official, or member of the public in the facility</li> <li>- Any disciplinary issue covered under SafeSport guidelines</li> </ul>
<p><b>Expulsion*</b> from all HCAK activities to include practices, regular season games, and any other scheduled games.</p>	<p>May be issued for:</p> <ul style="list-style-type: none"> <li>- Blatant Standards of Conduct violations</li> <li>- Repeated actions requiring verbal or written warnings, reductions in practice or playing time, or previous suspensions</li> <li>- Repeated fighting during any HCAK</li> </ul>

	<p>activity</p> <ul style="list-style-type: none"> <li>- Any malicious action that causes injury to another player, coach or ice official</li> <li>- Repeated violations of SafeSport guidelines</li> <li>- Major violations of USA Hockey Rules of Play</li> <li>- Violation of Zero Tolerance</li> </ul>
<p><b>Summary Suspension</b></p>	<p>If necessary, a Summary Suspension may be imposed in cases where a party has been arrested for a crime alleged to have been committed, or other potential serious violations of the policies or rules of USA Hockey, or as may be necessary to protect the health and safety of HCAK participants.</p> <p>A Summary Suspension must be issued in writing and provided to the suspended party, informing the party of the right to request a hearing. The hearing request must be submitted within seven (7) days of the notification. Any hearing following a Summary Suspension shall be conducted in accordance with USA Hockey Bylaw 10.</p>

\*In accordance with USA Hockey Bylaw 10, a suspension or expulsion may not be imposed until the disciplined party has notice and the opportunity for a hearing. The exception to this is a Summary Suspension.

**Appeals Process**

The final decision of the Disciplinary Committee concerning suspensions or expulsion is appealable by the provisions of USA Hockey Bylaw 10. Rebuttal of the final decision is allowed under Rule 10 of the SafeSport Manual as applicable. The Appeal Authority for suspensions is the Alaska State Hockey Association, and the Appealing party must provide a written statement of appeal within 14 days of the receipt of the decision for suspension, describing why the suspension is being appealed as well as a copy of the decision rendered by the Disciplinary Committee.

### HCAK Northern Knights Disciplinary Action Report

Written warnings may be issued for (but not limited to) the following infractions:

- Actions requiring coaches or officials to give repeated verbal warnings to a player
- Blatant Standards of Conduct violations
- Blatant or intentional actions performed by a player that would result in a major or minor game penalty

From: Coach \_\_\_\_\_ Team: (U\_\_\_\_\_)

Player Name and team: \_\_\_\_\_

Date: \_\_\_\_\_

Description of infraction:

Have verbal warnings been previously given to the player for the same infraction?

Yes    No

If yes, indicate frequency and dates/situations in which previous warnings were issued.

Disciplinary action to follow:

**To be completed by player, parent/guardian, and coach issuing warning:**

I acknowledge that I have received this Disciplinary Action form. The infraction has been discussed with me. I understand that it was a violation of the HCAK Standards of Conduct and if I continue or repeat the infraction, it will result in further disciplinary action.

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy of this form must be provided to the HCAK SafeSport Representative.**