

MOON AREA HOCKEY ASSOCIATION PROCEDURES AND POLICIES

INTRODUCTION

Welcome to Moon Area Hockey Association, also known as MAHA. MAHA is a self-funded, non-profit organization that was established in 1990 and is comprised of developmental, freshman, junior varsity and varsity teams. Players are selected and promoted to the different levels of teams based on their skill level. Although MAHA is not financially supported by the local school district, the sanctioned teams follow the same guidelines as school sponsored sports, and indirectly represent Moon Area School District as a Moon Tiger hockey player.

MAHA is a member of the Pennsylvania Interscholastic Hockey League (PIHL)* and must abide by their rules and policies as well as the rules and policies of USA Hockey**.

In an effort to provide consistency and equity to all MAHA participants, specific MAHA Procedures and Policies have been developed. Please familiarize yourself with these guidelines and refer to them if questions arise.

We encourage active participation from all members of MAHA. Constructive suggestions are always welcomed. It is the cooperative effort of the entire MAHA membership that will make MAHA the best it can be.

MAHA MISSION STATEMENT

The purpose of Moon Area Hockey Association (MAHA) is to provide opportunities for instruction and training in the skills associated with the sport of ice hockey, as well as the ideals of good sportsmanship, fair play, and respect for fellow players, coaches, and officials.

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MEMBERSHIP

MAHA is comprised of parents / guardians who pay dues for their child to participate in the organization. Money from the dues is used primarily to pay for ice time that MAHA must buy from its home facility. Additionally, the dues cover the cost of referees, EMTs, team equipment, and other necessary items. MAHA offers fundraising projects and events to minimize the cost of members and to generate funds for operational expenses of the organization. All members are encouraged to be actively involved in the fundraising projects in support of their child and the Association.

ICE FACILITIES

The home ice of MAHA is the Airport Ice Arena located in Moon Township. For away games, MAHA teams play at ice facilities in the surrounding area.

GOVERNING BODY

The governing body of MAHA consists of an Executive Board of Directors; President, Vice President, Treasurer, Secretary, and three Members at Large. These positions are voluntary and are filled by means of an election by the entire membership. Additionally, after teams are formed, each team chooses a Team Representative, who then becomes a voting member of the Board. The outgoing president of MAHA acts as an Ex-Officio on the Board with no proxy rights.

The role and purpose of the Board of Directors in accordance with the MAHA Bi-Laws is to administrate, coordinate, implement, and devise procedures and policies that ensure fairness, continuity, and longevity of the Association. It is the responsibility of the Board to amend and abide by any procedure and/or policy in order to better serve the Association.

MAHA has committees for the purpose of designing, implementing, and administering various tasks. Once volunteers are sought, the Board President directs the appointment and delegation of tasks to committees to further the goals of MAHA. One such specific goal is to provide a newsletter on a routine basis to keep the membership informed of MAHA business.

The Board of Directors of MAHA will meet on a monthly basis, date and time to be determined by the Board. These meetings are considered workshop meetings to conduct MAHA business. The general membership is welcomed to attend these meetings without active participation. Official minutes will be recorded at these meetings.

Executive Board meetings attended by the seven members of the Board of Directors will be held as deemed necessary to address legal and personnel issues. The Executive Board meetings are closed to the general membership due to the personal and sensitive nature of items discussed. To protect the privacy of persons involved, outcomes only of these meetings will be noted in the Secretary's minutes.

A monthly meeting of the general membership will be held, date and time to be determined by the Board, and the membership is encouraged to attend and actively participate. Official minutes will be taken at each of these meetings.

A quorum must be present to conduct official business at the meetings. A quorum consists of five voting members from April through October, and seven voting members from November through March.

TEAM REPRESENTATIVE RESPONSIBILITIES

Attend all MAHA Board meetings and general membership meetings to represent his/her team's interest.

Report to the coach any pertinent parental or player issues.

Arrange for timekeepers, scorekeepers, and penalty box attendants as necessary for games. The team representative may delegate this responsibility to another adult on his team.

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Be responsible for conducting other game functions such as sending the game statistics to PIHL for sanctioned teams and to the MAHA statistician for all teams.

Assist the coach in scheduling and publishing times for practices and games.

Organize distribution of written information, team jerseys, equipment, etc. to all players on his/her team.

Execute actions as directed by the MAHA Board, or coaches as it pertains to his/her team.

Fulfill PIHL responsibilities.

PLAYER ELIGIBILITY AND TEAMS

MAHA players on the developmental teams do not have to reside within a specific area. Through 8th grade, all players on a sanctioned team must reside within the Moon Area School District, but may attend an alternate school. All 9th through 12th grade players on a sanctioned team must attend Moon Area High School.

The teams of MAHA are generally of the following grade levels:

Sanctioned: Varsity	Grades 9 - 12
Jr. Varsity	Grades 8 - 12*
Freshman 1	Grades 6 – 9

Developmental: Freshman 2	Grades 6 – 8 Based on skill level demonstrated at early season practices.
Little Tigers	Grades 1 – 5 Based on skill level demonstrated at early season practices.

*A senior who has never been rostered on a varsity team is eligible for the junior varsity level.

As a member of PIHL MAHA sanctioned team players must follow the same eligibility requirements as those followed by Moon Area School District. These requirements include but are not limited to:

- Academic status: Must pass at least four full credit subjects, or equivalent, during the previous grading period and must be passing four full credits on a cumulative basis during each grading period. This information is obtained directly from the school district.
- Attendance status: Must not be absent 20 or more days within one semester as reported by the school district.

As a member of USA Hockey, all MAHA players are mandated to be covered by USA Hockey catastrophic insurance before participating in MAHA.

TEAM PLACEMENT / ROSTER

There are no guarantees on team placement. Placement on teams is based on evaluation at try outs of the players' demonstration of hockey skills needed at any particular team level and the players' grade eligibility for which the player tries out. A player must fully participate in at least 2 of the 3 try out sessions.

For sanctioned teams, all currently eligible players interested in trying out, healthy or injured, must be registered with MAHA by the start of the first try out session. Any registered player who is unable to fully complete the try out process due to injury will be evaluated at the first possible opportunity within a reasonable period of time. For developmental teams, all interested players must be registered with MAHA by September 30th.

Following try-outs, the coaching staff will review all player evaluations and make selection of the most qualified players to fill the team roster. The teams will generally be established after the try-outs, but will not be finalized until one week before the PIHL registration deadline.

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Players not selected for the team of their choice will be offered a position on an appropriate team that offers the player the opportunity to improve their hockey skills. If the player is not grade eligible for the alternate team, other opportunities will be investigated and must be approved by the MAHA Board. This is done in accordance with the MAHA By-Laws to provide the player with the opportunity to learn the game of ice hockey.

COACH HIRING POLICY

A head coach must meet USA Hockey requirements for the developmental levels, and both USA Hockey and PIHL requirements for the sanctioned team levels.

No head coach may direct a player of a sanctioned team that is also a member of his/her household, or to which the coach is directly related by blood.

All coaches must have references and abide by the rules of USA Hockey, PIHL, and MAHA.

All coaches must make a commitment to their team and MAHA.

All coaches must be willing and able to work with players and parents/guardians.

The MAHA Board will select a committee to seek candidates for coaching positions. This committee will report directly to the Board at regular intervals as directed by the Board. This same committee will interview possible candidates and make recommendations to the Board. The Board will vote to determine which candidate is chosen. Members from the general membership may request to serve on the coach selection committee.

COACHES RESPONSIBILITIES

Instill good sportsmanship and teach ice hockey skills. Always be alert to player safety. Encourage the players to work hard to reach their highest potential while maintaining their enjoyment of ice hockey.

Provide a high level of consistent discipline guidelines/rules for players in order to instill respect between coaches and players, and players with each other. This is needed to provide more productive and safe practices and games.

Take necessary disciplinary action toward a player who shows inappropriate behavior. Inappropriate behavior includes, but is not limited to: Foul language, profanity, sexual harassment, verbal and practical jokes that may cause harm, insubordination to coaches and referees, use of alcohol, tobacco products, or illegal drugs, destruction or stealing of others property, and unsportsman-like behavior. The coach must also abide by any disciplinary action handed out by PIHL, or USA Hockey. All serious situations and suspensions should be immediately reported to the Board.

Be responsible for your team from the beginning to the end of practices, scrimmages and games.

Organize challenging and instructive practices. Offer only constructive criticism and frequently praise good efforts.

Strive to be a good role model, on and off the ice.

Maintain open communication with team representative, players, parents, and the MAHA Board.

Insure that necessary equipment, including access to first aid equipment is available at all practices and games.

Wear the MAHA uniform during practices and follow the same dress guidelines as their team members for games.

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Be familiar with and abide by the Procedure and Policies of MAHA, as well as, PIHL, and USA Hockey.

Be available to attend MAHA board meetings as necessary, and provide at least a monthly report on the team during the regular season.

Coaches acting under the direction of MAHA and receiving compensation will be required to meet all criteria delineated in MAHA By-Laws and Procedures and Policies. If the coach does not comply with these guidelines, he/she will first be informed of the inappropriate action, and warned immediately to correct the action. If the inappropriate action continues after the MAHA Board has taken steps to correct the situation, the coach will be relieved of their duties, and compensation will cease.

All sanctioned level coaches will be responsible for a \$250.00 retention payment to cover end of season suspensions. The \$250.00 will be held from the last payment to the coaches and returned if no suspensions occur.

MEMBER (PARENT/GUARDIAN) RESPONSIBILITIES

Support your child's efforts as a player at all times. Let your child know that putting forth full effort is a winning attitude regardless of outcomes.

Assure that your child is in good physical health to play ice hockey which can be a highly physical contact sport. An injured player must submit to his/her coach a medical release from his/her treating physician before the player is permitted back on the ice.

Maintain good financial standing with prompt payments of MAHA dues. (See Player/Member account policy)

Reinforce the principles of good sportsmanship and team play. Do not participate in any abusive verbal or physical actions toward coaches, players, officials, referees, or spectators. Any parent/guardian who is expelled or subject to other disciplinary action by an ice arena employee may be subject to additional discipline as determined by the Board of MAHA.

Do not make coaching demands and avoid discussing unnecessary personal issues with the coach.

Understand the rules of the game.

Respect and follow through with disciplinary actions handed out by the coach.

Support the team by volunteering to run the game clock, attend the penalty box, or keep score at a game, take charge of a fund raising activity, to serve on a committee, etc.

Attend the monthly general meetings and offer constructive suggestions.

Abide by USA Hockey's Zero Tolerance Guidelines***, and the Procedures and Policies of MAHA.

PLAYER RESPONSIBILITIES

Make a commitment to their team and to the Association.

Adhere to all the policies set forth by the Board of MAHA and coaching staff. The players will also abide by the rules of PIHL and USA Hockey. Violations to these policies will result in the following consequences:

First offense: sit out the first period of the next game

Second offense: one game suspension

Third offense: two game suspension

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The players will comply with the USA Hockey equipment guidelines anytime they are on the ice or on the bench. No player may take the ice for practice or a game without the required equipment. This equipment includes but is not limited to: mouthpiece, neck guard, helmet, shoulder pads, athletic support, elbow pads, shields within their pants, face mask, etc.

All players on all the teams will abide by the MAHA dress code. The specified clothing is to be worn to the ice rink prior to a game, and leaving the ice rink after a game.

Sanctioned teams: All players must wear the MAHA wind suit with a clean white collared shirt that is in good condition with no holes or frays. The shirt will be tucked into the pants. Head coaches may add additional requirements to this policy.

Developmental teams: Male players must wear a dress shirt with a tie, a dress shirt with a sweater, or a turtleneck with a sweater. Shirts will be tucked into pants that are in good condition with no holes or frays. Female players must wear a dress blouse and/or sweater with a skirt or pants that are in good condition with no holes or frays.

Players' attendance is critical for a team to perform well. All players must be on time for practices, scrimmages, and games. All players are expected to be properly suited and stretched 20 minutes before the start of a game. All players are to be properly suited and on the ice at the start of a practice. Coaches may add specific time requirements to this policy.

If a player is not able to attend a practice or a game, he/she must notify the coach as soon as possible prior to the scheduled event and have an acceptable excuse. Acceptable excuses may include, but not limited to: illness or injury, another game, family affairs, or a work or school commitment.

Be respectful to all coaches, officials, players, MAHA membership and rules of the ice facilities.

Be responsible for proper care of their personal equipment, MAHA equipment, and the integrity of the locker rooms at all ice facilities.

Be responsible for familiarizing themselves with any hockey information provided by the coaches or MAHA.

Players will be eligible to obtain a varsity jacket when they have made the varsity team through the try out process or dressed for one half of the season varsity games. At the end of each year, a players bar will be awarded to those meeting these guidelines.

At the end of each season, the varsity players will have the privilege of choosing one of their teammates as the recipient of the Player's Player Award. A teammate is chosen based on: integrity, motivation, team pride, team sportsmanship, leadership, etc. The recipient can be any member of the varsity team, it does not have to go to a senior player. Individual statistics and coaches' recommendations are not considered in this process.

As a member of a MAHA team, players are expected to conduct themselves on and off the ice in a manner that brings pride to themselves, their team and the Association.

LOCKER ROOMS

There will be different dressing areas for male and female players. Once players are completely dressed, the coach will assemble all players in one area for discussions prior to practices or games.

Starting with the Freshman levels, only players and coaches of the same gender are permitted in the locker rooms or specified dressing areas. For Little Tigers, a parent may assist with dressing of the player. No one outside the family of a player may be in any locker room or specified dressing area.

The locker rooms will be locked when the team leaves the locker room and the key will stay with the person responsible for the team. If a female player does not have access to a locked locker room, she may place her belongings in the boys locker room until the completion of practice or game.

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DRUG, ALCOHOL, AND WEAPONS POLICY

Any player, coach, official, or parent/guardian arriving on the scene of any hockey function who is intoxicated, under the influence of drugs, or in possession of a weapon will be asked to leave the premises.

Use of tobacco products or any illegal substance by the players is forbidden during hockey functions.

When an infraction of this policy occurs, a disciplinary hearing will be held with the player, parent/guardian, coach, and MAHA Board President. Disciplinary action could include dismissal from MAHA.

GAME ICE TIME

MAHA supports players' skill development and effort. A player's ice time minutes will reflect that player's current skill mastery at his/her position. MAHA believes each player can also make a contribution to his team by specializing his play to certain game situations, providing and promoting team spirit, and by his/her own commitment to improving his/her hockey skills.

At sanctioned levels, equitable ice time is to be at the discretion of the coach during the contents of the game being played.

At developmental levels, MAHA supports equal ice time for all players, but the coach must ideally use discretion based on game situations.

BUDGET AND OPERATIONAL INCOME

The MAHA Board will collectively pull data and review sources in order to draft and propose a working budget for the upcoming season. This budget is a guideline used to set membership dues. This budget and/or the monthly treasurer's report shall be available to any current MAHA member for inspection.

In 1995, MAHA was granted 501(c) (3) status from the Internal Revenue Service. MAHA's status is charitable and tax deductible. However, the program fees of MAHA are not considered tax deductible. Anyone making a donation that exceeds \$75.00 (not part of a member's fees) will, upon request, be given a receipt by the MAHA treasurer for tax deduction purposes.

MEMBER/PLAYER ACCOUNTS

To be a participating member of MAHA, one must maintain an account that is current (paid up to date). All members whose accounts are 30 days past due from the billing date will have their membership privileges suspended until the account is current. This suspension includes, but is not limited to, ice time for practices and games, and voting privileges.

All accounts must be paid in full upon completion of the season. Account balances cannot be "carried over" to the following season. If the account has not been paid in full, the player/member is not permitted to register for the following season or participate in any MAHA activities.

A member having a player who is rostered as a goalie for the entire season, and shows proof of completion of a preseason goalie clinic, will be entitled to receive a 25% discount.

Any member who is uncertain about the ability to maintain a current account should immediately speak directly to the Treasurer. Any personal information discussed regarding a member's account will be held in strictest confidence.

Members whose accounts have remaining credit at the end of a season will have one of the following choices from which to apply their credit: (All credits expire upon graduation from high school)

1. Refund of cash paid into their account but not to exceed their registration fees. Refund must be requested by end of the current season.
2. Credit toward the following season.

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If a player sustains an injury that prohibits participation in the physical activities of MAHA, that player/member may request a credit toward their account for lost skating time. This request must be in writing and submitted to the MAHA Board. Consideration for credit will be at the discretion of the Board and factors to be considered will be, but not limited to:

1. The player must show written notification from the treating physician stating that the player is medically prohibited from physically participating at all for at least 3 weeks.
2. The player/member's account must be current.

If eligibility for a credit is approved by the Board, the player/member will receive written notification of the calculated credit.

Prior to February 1 of the current season, each senior player must present a check to the Treasurer in the amount of \$250.00. This check will serve as a retainer in the event of year end suspension.

MONETARY DISBURSEMENT

MAHA will provide compensation commensurate with the experience level and within the generally accepted standards of other hockey organizations to the Head Coach and to the Assistant Coaches. When determining compensation, the Board will give consideration to additional responsibilities assigned to specific coaches.

All payments from MAHA treasury funds must be pre-approved by the MAHA Board prior to the disbursement of funds. All expenditures and payments will be noted in MAHA's official minutes.

EQUIPMENT AND INVENTORY

All clothing and equipment purchases must be pre-approved by the MAHA Board. Purchases should be made only as inventory warrants it. All reimbursement must be supported by a receipt.

A complete inventory and assessment of MAHA equipment will be done by a member volunteer, or Board appointed designee at the completion of the official season. A written report listing items in inventory, items that need to be replaced, and recommendations for new items will be presented to the MAHA Board as soon as it is completed as to allow ample time for purchases to be investigated and made before the beginning of the following season.

It is preferred that three bids are taken and considered before purchases are made. Price, quality of items, and ease of purchase process will be considered prior to actual purchase.

*** Pennsylvania Interscholastic Hockey League (PIHL)**

PIHL is an organization that is governed by the National Board of Governors of USA Hockey. PIHL sets forth policies and procedures by which all of its member teams must abide. This is needed to keep competing teams playing at a fair and consistent level. PIHL is responsible for coordinating and scheduling all league games for all of its member teams. PIHL also coordinates and schedules the playoff games. MAHA does not determine time and place of sanctioned team games. The fee that MAHA must pay to be a member of PIHL is used for operational costs of the PIHL. MAHA, as well as all other PIHL members, send a representative to the PIHL monthly meetings. This MAHA representative is our liaison with PIHL and is then responsible to report on the business conducted at the PIHL meeting.

****USA Hockey**

USA Hockey was established in 1937 and is the National Governing Body for amateur ice hockey. USA Hockey coordinates all amateur competition and administers programs for players, coaches, and referees. USA Hockey conducts clinics and publishes training manuals for coaches and referees. USA Hockey publishes the [American Hockey Magazine](#). USA Hockey makes available insurance with maximum catastrophic benefits at a minimum cost to the player. USA Hockey mandates protective clothing and sets policy as to the protective clothing for each player. USA Hockey distributes Hat Trick, Zero, and Play Maker awards at the end of the season.

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All players must be covered by the USA Hockey catastrophic insurance before participating in ice time with MAHA. The cost of the insurance is set by the Board of Governor for USA Hockey, Inc. If a player has obtained this same insurance through an organization other than MAHA for the current season, the player must show written proof and this will be indicated on the player's registration information. The insurance provides coverage from September 1 through August 31 of a calendar year. Coaches and referees are mandated to carry the USA Hockey catastrophic insurance also. The USA Hockey catastrophic insurance covers players, coaches, and referees only during a USA Hockey sanctioned event. Since MAHA is an affiliate of USA Hockey, all practices and games are covered.

*****ZERO TOLERANCE POLICY USA HOCKEY**

The game will be stopped by on-ice officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or participants of the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- Using obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting players, coaches, officials, or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
- Throwing any object in the spectator viewing area, player bench, penalty box, or the on-ice surface, that in any manner creates a safety hazard.

As per the Airport Ice Arena:

- Any violator will be escorted from the Airport Ice Arena and not permitted to return until the next day.

Please enjoy the game and support all players, coaches, and officials.

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