

HCF POLICY HANDBOOK



HCF MISSION STATEMENT

It is HCF's mission to create a safe, positive, and challenging environment firmly rooted in player and skill development. We promote healthy competition where sportsmanship and team play are fostered, developed and role modeled.

HCF PURPOSE STATEMENT

The purpose of the Association is to promote ice hockey for youth following the Alaska State Hockey Association's (ASHA) Hockey Participation rules and USA Hockey Rule Book. It is further the purpose of HCF to aid youth in the development of hockey skills, and promotes physical and mental development.

AFFILIATIONS AND REPRESENTATIONS

USA Hockey is the national governing body for amateur hockey in the United States. HCF adheres to USA Hockey's Rule Book and Safe Sport Program as a means to help protect its participants. HCF is represented at USA Hockey by its membership in the Alaska State Hockey Association.

HCF is a partnership between Arctic Lions Hockey Association (ALHA), Northern Alaska Hockey Association (NAHA), Alaska Girls' and Women's Hockey (AGWH), and Fairbanks Amateur Hockey Association (FAHA). The HCF Board is represented by each of the five organizations

1.0 PLAYER, COACH, AND TEAM POLICIES & PROCEDURES

1.1 Player Eligibility: A player is eligible to participate in HCF sponsored programs if they reside within the boundaries of Alaska, and if she/he is a member in good standing **with AL, NAHA, AGWH, FAHA or HCF**. The age groups for all players participating in the HCF 6/8U Youth hockey program, the Girl's Hockey Program and Station Based Practices (SBT) will be as follows:

- 6U: 6 years old or younger on or after January 1 of the current year
- 8U: 8 years old or younger on or after January 1 of the current year
- 10U: 10 years old or younger on or after January 1 of the current year
- 12U: 12 years old or younger on or after January 1 of the current year
- 14U: 14 years old or younger on or after January 1 of the current year
- 19U: 19 years old or younger on or after January 1 of the current year

1.2 Player Move Up/Play Down Requests: A process has been established for those individuals who feel there is a unique circumstance that would warrant them playing at a higher or lower age designated division at the start of the season.

1.2.1 Any girl player who wishes to play at a higher age division within the Girls' Hockey Program, must follow these steps:

- The player/parent must petition the HCF Eligibility Committee prior to registration.
- The petition must include a letter from the player and/or parent stating the unique reasons for the request to move to a different division and must include a letter from a prior year's coach indicating that this player would be capable of playing at the higher division.
- The Committee will discuss the petition, and determine if the player will be allowed to play in the higher age division within a week of the fall tryouts or assessments.
- The Committee's decision will be based upon the player's skill level, maturity, recommendation from prior year's coach and the composition and numbers of the higher age division. The decision may also be based upon any USA Hockey or Alaska State rules and regulations regarding competitive teams and age requirements.
- If a player is allowed to move to a higher age group, the player and the parents or guardian must be prepared to sign a waiver, as well as pay any difference in ice fees.

1.2.2 6U, 8U and players who wish to play at a higher age division must follow these steps:

- The player/parent must petition the HCF Eligibility Committee prior to registration.
- The petition must include a letter from the parent stating the unique reasons for the request to move to a different division and must include a letter from a prior year's coach indicating that this player would be capable of playing at the higher division.
- The Committee will discuss the petition, and determine if the player will be allowed to play in the higher age division within a week of the fall assessments.
- If a player is allowed to move to a higher age group, the player and the parents or guardian must be prepared to sign a waiver, as well as pay any difference in ice fees.

1.2.3 6U and 8U players who wish to play at a lower age division must follow these steps:

- The player/parent must petition the HCF Eligibility Committee prior to registration.
- The petition must include a letter from the parent stating the unique reasons for the request to move to a lower age group, such as the player's physical size or skill level.
- The Committee will discuss the petition and determine if the player will be allowed to play in the lower age division within a week of the fall assessments.
- If a player is allowed to move to a lower age division, the player and the parents or guardian must be prepared to sign a waiver.

1.3 HCF Eligibility Committee Members: The Eligibility Committee consists of the following members:

- Hockey Director
- Coaching Director
- Player Development Coordinator
- Girl's Hockey Director
- 6/8U Program Director (if applicable)

1.4 HCF 6/8U Assessments: HCF agrees with the ASHA and USA Hockey definition that the purpose of 6/8U hockey should be that of entry-level development with emphasis placed on fun and skills. The initiation program is for beginning skaters and for both male and female hockey players. HCF Hockey will abide by the guidelines of AHSA and USA Hockey as they relate to 6 /8U Hockey.

The following assessment process for the 6/8U program will be used for group

placement. The HCF Board of Directors may add/subtract additional teams if deemed necessary after an accurate accounting of players are obtained during Player Registration.

- 1.4.1 Attendance: Parents/Players must check in at least 30 minutes prior to the assessment time. If players are unable to make their assessment time for any reason, parents should notify the Hockey Director or the Program Director at least 24 hours in advance.
- 1.4.2 Equipment: When players arrive, she/he will be assigned an assessment number. Fully hockey gear is required, and if a player is out of uniform, they will be asked to leave the assessment process.
- 1.4.3 Eligibility: Only those players who are age eligible in accordance with the HCF Policies & Procedures Manual, are registered with USA Hockey for the current season, and who have paid any fees and have turned in all required forms will be allowed to be assessed.
- 1.4.4 Placement Requests: If siblings wish to play together on the same team, parents must designate this to the Hockey Director and Program Director prior to the first assessment.
- 1.4.5 Ice Times: A schedule of ice times for each group will be posted on the HCF website.

1.5 Girl's Hockey Program Tryouts and Assessments

- 1.5.1 Tryouts: The HCF Board in conjunction with the Girl's Hockey Director will schedule tryouts for girls' competitive teams. The tryout schedule will be posted prior to registration, including projected teams and coaches.
- 1.5.2 Assessments: The HCF Board in conjunction with the Girl's Hockey Director will schedule assessments for any recreational teams. The assessment schedule will be posted prior to registration, including projected teams and coaches.
- 1.5.3 Eligibility: Only those players who are age eligible in accordance with the HCF Policies & Procedures Manual, are registered with USA Hockey for the current season, and who have paid any fees and have turned in all required forms will be allowed to tryout for a competitive team or participate in an assessment for a recreational team.
- 1.5.4 Equipment: Full hockey gear is required, and if a player is out of uniform, they will not be able to participate in the tryout or assessment process.

1.6 Coaches Selections for 6/8U Program and Girls' Hockey Program

- 1.6.1 Coaches Selection Process: The Eligibility Committee in conjunction with the applicable Program Director(s) will select the 6U, 8U and Girls' Hockey Program coaches. Decisions will be based on application, previous experience, parent evaluations and personal interviews.
- 1.6.2 Coaching Certifications: All coaches shall earn and maintain a valid USA Hockey Coaching Education Program (CEP) certification required for the respective division in which they expect to coach. Coaches are also required to be registered with USA Hockey, Safe Sport certification and a background check is verified, a consent to treat and code of conduct form is signed as stated in Section 4.1.C. HCF shall refund the registration fee(s) for the minimum CEP level required upon proof of certification and participation. All Coaches shall register with USA Hockey as a coach before they can be on the ice at <http://www.usahockey.org>.
- 1.6.3 Assistant Coaches: Assistant coaches must submit an application to the Coaching Director or Girl's Hockey Director. Assistant coaching positions will be nominated by the head coach and approved by the Eligibility Committee. All coaches must hold the proper USA Hockey Coaching Certification.

1.7 Team Officials

- 1.7.1 Coaches: A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, psychologically and physically. The coach is responsible to the HCF Board of Directors.
- 1.7.2 Team Managers: The team manager is the liaison between the coaches and the parents. The manager will support the coaching philosophy of the team in order to foster good communications among all participants and will generally manage the business of the team along with any responsibilities the coach may assign. If at any time the team manager witnesses any breach of the Coaches, Player's and/or Parent/Spectators Code of Conduct, it is their responsibility to address the issue on-site if possible and/or report the incident to the HCF level representative. The financial manager also has a responsibility to manage team funds and is accountable to the HCF treasurer.

1.8 Jerseys and Socks

- 1.8.1 6U/8U Players: Every player will be issued one (1) jersey and one (1) pair of socks. The jersey colors will vary every season, and will depend on the number of players and skill levels.

1.8.2 10U-19U: The official colors of HCF are black, red and white, and for designated girls' teams the official colors are purple, black and white. An official uniform will be selected incorporating these colors for all teams with one (1) jersey identified for home games and one (1) for away games with matching socks. The official uniforms must be worn at all league games, scrimmages, tournaments and Association pictures. Official Uniforms are only to be worn for events requiring the official team uniform.

1.9 HCF's Logo: HCF's logo may not be used without the express written consent of HCF's Board of Directors. HCF is committed to centralization and continuity for "identity/branding" of the association. Therefore, no alterations of the official HCF logo design will be endorsed for any apparel or online, print or other forms of communication (posters, merchandise etc.).

1.9.1 Member organizations (FAHA, AL, NAHA, AGWH and HCF) agree to use the official HCF logo and approved supplier of HCF for competitive and recreational team and association merchandise.

1.9.2 Team and association apparel includes jerseys, warm-up gear, coaches' and administrators' jackets and pants, dryland clothing, sweatshirts and hats. Any special requests for team or association merchandise with the HCF logo must be approved by the Hockey Director.

1.9.3 The approved supplier of HCF merchandise has the authority to place the official HCF logo on other non-team apparel or accessories. The HCF Board will provide guidance to the approved supplier at the time of the contract on the type of sportswear and accessories that may be branded with the official HCF logo. Any additional requests for the use of the official HCF logo on sportswear or accessories must be approved by the Hockey Director.

2.0 CODE OF CONDUCT FOR ALL PLAYERS, COACHES, PARENTS, VOLUNTEERS AND SPECTATORS

2.1 Zero Tolerance Policy: HCF supports USA Hockey's Zero Tolerance policy regarding sportsmanship and parent conduct during all hockey activities, including but not limited to practices, games, locker rooms, off-ice gatherings, socials or dryland training. Physical abuse, verbal abuse or threats in any form shall not be directed at any on-ice or off-ice officials, rink staff, tournament officials, players, coaches, parents or fans. This includes, but is not limited to, shouting at referees, insulting opposing team players or taunting opposing team parents. In general, any conduct that is not suitable for an amateur athletic event is strictly prohibited. The "zero tolerance" rule applies to all coaches, players, fans, parents, volunteers or other individuals associated with HCF. It includes acts performed at any time before, during or after a game. Conduct inside or outside the arena is covered by the rule. Parents who yell at players, coaches or

referees/linesmen over the glass from the stands may be asked to leave the facility. Anyone may report a problem, or a suspected problem to the HCF Disciplinary Committee Chair to investigate and address any disciplinary matters of players, coaches, parent or spectator before they escalate into larger problems. Depending on the severity of a player, parent, spectator, volunteer, board member or coach infraction, the HCF Disciplinary Committee may impose sanctions.

- 2.1.1 10U-19U Players: Each player is required to read and sign a USA Hockey Player Code of Conduct Form prior to engaging in any practice, game or other HCF activity. Each Team Manager or Program Director will collect the forms and maintain copies for the duration of the hockey season. In addition to the "zero tolerance" rule, all HCF players shall act in a sportsman-like manner. This means playing, winning and losing in an appropriate manner. Abusive and/or foul language, throwing equipment in anger, intentionally attempting to injure another player, referee/hockey official, administrator or damaging rink property or other property will not be tolerated.
- 2.1.2 Coaches and Administrator Code of Conduct: Every coach and administrator shall act in a sportsman-like manner. This means winning and losing in an appropriate manner. Abusive and/or foul language, throwing equipment in anger, intentionally attempting to injure another player, coach, referee/hockey official or administrator or damaging rink property or other property will not be tolerated. Coaches and administrators are expected to lead by example.
- 2.1.3 Parent and Spectator Code of Conduct: All Parents are expected to conduct themselves according to high standards of social and ethical behavior. This includes showing the utmost respect for players, coaches, referees, opposing players and their coaches. Parents are expected to lead by example.

3.0 HEALTH & SAFETY POLICIES & PROCEDURES

3.1 Safe Sport Certification: HCF officials, members, and programs will be conducted in compliance with ASHA and USA Hockey's Safe Sport policies, including required individual certifications and verifications by the USA Hockey Registrar. Safe sport policies relate to the areas of abuse, harassment, hazing, locker room safety, social media, and travel. Any HCF official, player, coach or volunteer that violates any Safe Sport requirement or rule, may be subject to disciplinary action by the HCF Disciplinary Committee.

- 3.1.1 HCF will designate an individual as the Safe Sport coordinator, who will lead Safe Sport administration for the association.

- 3.1.2 Each program/team, will designate at least one individual as the Safe sport representative who will obtain the proper qualifications and fulfill the responsibilities for every team event, including locker room monitoring.
- 3.1.3 Any HCF official, coach, volunteer, board member or other required personnel, must complete their USA Hockey Safe Sport certification by Oct. 15th bi-annually and be verified by the HCF Safe Sport coordinator.

3.2 Locker Rooms: HCF shall follow the requirements set forth by ASHA and USA Hockey, as it is important for all players, coaches, parents and spectators to behave appropriately in the locker rooms. Teams and players will follow these policies to ensure a safe environment when participating in HCF sponsored hockey activities.

3.2.1 Supervision of Locker Rooms: Every locker room must have at least one responsible screened adult (which may include coaches, managers or other volunteers) present to monitor the locker room(s) during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Younger teams (10U and younger) should have monitors in the locker rooms at all times. For older teams (12U and older), acceptable locker room monitoring could include having locker room monitors in the immediate vicinity outside the locker room that also regularly and frequently enters the locker room to monitor activity inside. The responsible adult(s) that monitors and supervises the locker room must be screened pursuant to USA Hockey Safe Sport requirements.

3.2.2 Co-Ed Locker Rooms: As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse and misconduct. If the team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made.

3.2.2.1 For mixed gender teams at ages 12U and above, male and female players should undress/dress in separate locker rooms and then convene in a single dressing room prior to the game or team meeting.

3.2.2.2 If separate locker rooms are not available for 12U teams and above, then each gender may take turns using the locker room to change and then leave while the other gender changes.

3.2.2.3 For teams 10U and younger, if there is no other option than to have mixed gender teams in one locker room at the same time, **ALL** players are required to arrive at the rink wearing their hockey base layers or

shorts and t-shirts (in good condition no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire at all times inside the locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.

3.2.3 Cell Phones or other Electronics: Cell phones and other mobile devices with recording capabilities, which include voice recording, still cameras and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of any electronic with recording capabilities in the locker room is not permitted at any HCF or USA Hockey sanctioned event.

3.2.4 HCF prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey Safe Sport Handbook. Participants, employees, or volunteers in HCF may be subject to disciplinary action by the HCF Disciplinary Committee for violation of these locker room policies or for engaging in any misconduct or abuse or that violates HCF or USA Hockey Safe Sport Policies. Reports of any actual or suspected violations should be reported to HCF's Safe Sport Coordinator.

3.3 Substance Abuse: Regardless of the quantity, a coach, player, administrator, or volunteer shall not use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids). Players are also prohibited from the use of tobacco; including cigarettes and drinking any beverages containing alcohol. Coaches, administrators and volunteers are prohibited from the use of any alcohol during a HCF sponsored activity. The rule applies to any portion of an activity season, including team practices, tournaments and games, and any HCF sponsored events. It is not a violation for a player, administrator or volunteer to be in possession of a controlled substance specifically prescribed for his or her own use by his or her doctor. If a coach, player, administrator or volunteer is found breaking this policy, the HCF Disciplinary Committee will impose the following penalties:

3.3.1 Coaches and Players:

3.3.1.1. First Violation: After confirmation of the first violation, the coach and/or player shall lose eligibility and the ability to participate for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a coach or player who becomes a participant in a treatment program.

3.3.1.2 Subsequent Violations: After confirmation of a subsequent violation, the coach and/or player shall lose eligibility for the next twelve (12) consecutive games in which the coach and/or player is a participant. If after the subsequent violation, the coach and/or player on his/her

own becomes a participant in chemical dependency or treatment program; the coach and/or player may be certified for reinstatement in HCF activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

3.3.1.3 Penalties shall be cumulative throughout the coach's or player's participation on HCF teams.

3.3.2 Administrators or Volunteers:

3.3.2.1 In the event an administrator or volunteer violates the substance abuse provision, the offender will be referred to HCF's Disciplinary Committee for penalties.

3.4 Sexual Harassment: HCF is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. HCF prohibits any form of sexual harassment or sexual abuse by any Coach, Administrators, Player or Volunteer.

3.4.1 It shall be a violation of this policy for any player or member of HCF to sexually harass, through conduct or communication of sexual nature, any child or member of HCF. It shall be a violation of this policy for any player or member of HCF to sexually abuse any child or member of HCF.

3.4.2 The HCF Disciplinary Committee will investigate concerns raised and turn over findings to the local law enforcement to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

3.5 Physical Abuse: Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.

3.5.1 Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

3.5.2 The HCF Disciplinary Committee will investigate concerns raised and turn over

findings to the local law enforcement to investigate all complaints, formal or informal, verbal or written, of physical abuse and to discipline any member or player who abuses a child or other member of this association.

3.6 Reporting Procedures for Victims of Sexual or Physical Abuse: Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of HCF, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of HCF or any other board member or HCF representative they would be more comfortable reporting to.

3.6.1 The HCF Disciplinary Committee shall discipline any member who fails to immediately report any act(s) brought to their attention. In addition, the HCF Disciplinary Committee will take immediate steps, at its discretion, to protect the complainant, children, or members of HCF pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

3.6.2 Upon receipt of a report of a sexual, physical or verbal abuse, the HCF Disciplinary Committee Chair shall immediately turn over to local law enforcement all complaints of abuse.

3.6.3 Upon proof of violation of this policy, the violator will be permanently banned or suspended from all HCF programs.

3.7 Injuries: Injuries are not to be taken lightly. If there is any question as to the seriousness of an injury, immediate arrangements for medical attention must be made by the team representatives or the parents. In the case where an injury requires admittance to the hospital, the Hockey Director and the HCF President must be notified immediately.

3.8 Infectious Diseases: A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-stripped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

3.9 Weapons: The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) (weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten) will result in immediate suspension from all team activities. The suspension must be immediately reported to the HCF Disciplinary Committee Chair. The Committee will review the incident and has the option to lift the suspension or to disqualify the player from participation in the HCF program.

3.10 Weather and Related Cancellations

3.10.1 Canceling Indoor Practice and Games: The Hockey Director will make the final determination on the cancelation of any indoor ice practices and games if the temperature reaches -40 below or colder. The Hockey Director will make a decision by noon to cancel any hockey activity, based upon several factors, such as safety, the availability of coaches, refs or other officials, rink closures, road conditions and outdoor temperatures. The Hockey Director will notify team(s) by email and post on the website.

3.10.2 Canceling Outdoor Practice and Games: The Coach of any team with scheduled outside ice will be responsible for the cancelation of outdoor practice. Any temperature below 10 degrees and/or with a wind chill below zero, it is recommended that the outdoor practice be canceled.

4.0 REGISTRATION, BILLING AND OPERATIONAL POLICIES & PROCEDURES

4.1 Registration: All players will be preregistered with USA Hockey. No player will be allowed to participate in HCF activities until registration is complete.

4.1.1 HCF registration will be in July, August and/or September of each hockey year. Notice of registration shall be published in a medium easily accessible to the membership including the HCF website. The HCF Registrar will conduct registration with the help of the Board of Directors. At the time of registration, players and parents will be informed of parent meetings, schedules and other association information.

4.1.2 Any player that wishes to participate shall complete the HCF Registration online. Each player shall give the HCF Registrar a copy of a certified birth certificate (if required), and consent to treat. The birth certificate will not be kept on file with HCF.

4.1.3 No coach or volunteer is allowed on the ice or bench until they are registered with USA Hockey, a Safe Sport certification and a background check are verified, a consent to treat and code of conduct form is signed, and age specific hockey modules are complete. All coaches must be rostered with a team or program.

4.1.4 The HCF Registrar shall turn over to the HCF Treasurer all collected registration fees within two (2) weeks of the receipt of those funds. The Registrar shall have all computer data entered into the computer as soon as possible.

4.2 Billing Process for Hockey Fees: The bills for players other expenses will be generated during the fall/winter season.

- 4.2.1 The player costs will be determined by the Board prior to the start of the season. Each player will receive a bill according to the payment schedule.
- 4.2.2 Hockey fees will be due upon completion of registration, and the balance must be paid in full by December 31st. After January 1st, if a player still has outstanding fees, the player will be suspended from further participation, including practices and games. The player will not be allowed to participate in any HCF activities until their account is made current. The team coach and the family will be notified of the suspension.
- 4.3 Refunds:** Refunds will be given to HCF family members under the following conditions:
- 4.3.1 Registration Fees: Will be refunded in full if the player has not participated in ANY HCF activities for the season.
- 4.3.2 If a player has participated in assessments and have not participated in any practices or games, their registration fees will be refunded under the following conditions:
- Any outstanding money to HCF will be subtracted.
 - Assessment fees will be subtracted.
- 4.3.3 If a player has participated in any practices or games, their registration and ice fees will be refunded under the following conditions:
- USA hockey fees and HCF fees will be subtracted.
 - Any outstanding money to HCF will be subtracted.
 - All ice time utilized by the team for that player will be subtracted.
 - Any fund-raising monies will be subtracted.
 - Assessment fees will be subtracted.
- 4.4 Record Retention:** All information collected by HCF is the property of HCF. We will not share our members' personal information with any person, organization, or entity other than for the purpose to conduct HCF programs. Birth Certificates will be promptly verified and destroyed.
- 4.5 Fundraising:** HCF may provide optional fundraising opportunities to help cover the costs of player fees.
- 4.6 Volunteer Hours:** HCF depends on the volunteerism of our members and it is critical that we all share in the commitment to the success of our association. Each family is expected to volunteer throughout the season.

4.7 Data Management and Data Privacy: Although there are no data privacy laws that would interfere with the HCF Board or the Association distributing membership information/data collected through registration and other related mediums, it is the policy of the HCF Board of Directors that all data collected is for the sole use of the Association and is not to be disseminated to any outside entity or individual. Should any entity or individual request data; the request must be brought before the full Board for discussion and approval. If approved, the Board will designate the scope and frequency of the data's use (i.e., one-time use, yearly, etc.) A Confidentiality/ Nondisclosure Agreement between HCF and the individual/entity allowed to access HCF data shall be executed before HCF disclosed the information.

It is further the policy of the HCF Board that all data should be managed in such a way that does not jeopardize the safety of our members. As such, no data will be placed on the HCF website that would make it easy to identify a specific player.

4.8 Criminal Background Checks: Each year, in accordance with ASHA, all individuals involved with HCF shall authorize ASHA or its designee to perform a background screening. Every individual must pass the criteria set forth by ASHA and HCF required for eligibility. Persons in the role of Board Member, Coach, Safe Sport Representative, and volunteer roles as determined by the board will be required to pass the screening.

4.9 Whistle Blower: HCF has a Whistleblowers Policy in compliance with the Sarbanes-Oxley Act of 2002.

4.9.1 If any associate, officer or director of HCF reasonably believes that some policy, practice, or activity of HCF is in violation of law, a written complaint may be filed by that associate, officer or director with the HCF Disciplinary Committee Chair.

4.9.2 It is the intent of HCF to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all associates, officers or directors is necessary to achieving compliance with various laws and regulations. An associate, officer or director is protected from retaliation only if the associate, officer or director brings the alleged unlawful activity, policy, or practice to the attention of HCF and provides HCF with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

4.9.3 HCF will not retaliate against an associate, officer or director who, in good faith, has made a protest or raised a complaint against some practice of HCF, or of another individual or entity with whom HCF had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

4.9.4 HCF will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of HCF that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

5.0 DISCIPLINARY POLICIES & PROCEDURES

5.1 Member Eligibility: The HCF Disciplinary Committee may suspend or revoke membership of any individual whose behavior has violated USA Hockey's code of conduct, or been determined by the Committee to have the intention or potential to harm the interests of the association or well-being of its members. The Committee may also suspend or revoke membership of individuals who have a status of "member not in good standing" and have not made a reasonable attempt to remedy the conditions required to restore their good standing.

5.1.1 HCF's Disciplinary Committee: The HCF Disciplinary Committee is authorized to review, investigate and implement disciplinary actions pursuant to HCF's policies under the authority of the HCF Board of Directors. The Disciplinary Committee consists of the following members:

- HCF Vice President (Chair of the Committee)
- Hockey Director
- Girl's Hockey Director
- Coaching Director
- Player Development Coordinator

5.1.2 The Committee may suspend or revoke player eligibility for a specified or indefinite period of time through a private meeting and a majority vote of the Committee. The Committee with majority vote may reinstate Player rights.

5.2 Appeals: If a team official, coach or player is suspended, an appeal may be made to the Alaska State Hockey Association Discipline Committee.