



# ANNUAL GUIDE

2017-2018

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# Montana Hockey

## THIS IS MONTANA HOCKEY

**THIS IS MONTANA HOCKEY.** The Montana Amateur Hockey Association (MAHA) is the Governing Body for the sport of hockey in Montana. As a sanctioned member of USA Hockey, MAHA subscribes to the rules, regulations and philosophy of USA Hockey. As such, its mission is to promote the growth of hockey in Montana and provide the best possible experience for all participants by encouraging, developing, advancing and administering the sport. With a membership of more than 3000 ice hockey players, coaches, and volunteers, the Montana Amateur Hockey Association's primary emphasis is on the support and development of **COMMUNITY-BASED** programs throughout the state of Montana.

## MONTANA HOCKEY CORE VALUES

The following core values of USA Hockey are adopted to guide the association's members in their planning, programming and play, both now and in the future.

### **SPORTSMANSHIP**

Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

### **RESPECT FOR THE INDIVIDUAL**

Treat all others as you would expect to be treated.

### **INTEGRITY**

We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

### **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS**

Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

### **ENJOYMENT**

It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

### **LOYALTY**

We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

### **TEAMWORK**

We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

# Programs and Philosophies

## YOUTH HOCKEY

### **The USA Hockey mission statement for its youth programs is as follows:**

To provide an improved grassroots foundation for the growth and development of USA hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.

### **USA Hockey Model Program Recommended Guidelines:**

- 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 over-emphasis on winning.
- A philosophy which attempts to reduce the number who become disenchanting and drop out.
- An opportunity for those who wish to advance in a more competitive environment to do so.
- Qualified adult leadership.

### **USA Hockey Recommends:**

- Scoring records should be de-emphasized at the age of 11 and under.
- Awards should be inexpensive and based on significant achievement. The most gratifying award any player can receive is the joy that comes from skill development that contributes to team success.
- The recruitment of players on a widespread geographical basis for the establishment of Youth Division Select Teams may be pursued under the guidelines established by USA Hockey's Model Program.
- It is recommended that adult volunteers place a primary emphasis on the formal education of players, and a de-emphasis on excessive competition and a win-at-all-costs attitude in the youth age classifications.
- Sportsmanship at all times should be emphasized.

## CODE OF CONDUCT

### **Administrators Code of Conduct**

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics, and advise your board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and Official Playing Rules.
- Develop other administrators to advance to positions in your association, perhaps even your own.

### **Coaches Code of Conduct**

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not

- criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great; to love the game is greater.

#### **On-Ice Officials Code of Conduct**

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a **zero tolerance** attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only USA Hockey-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

#### **Parents Code of Conduct**

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey and volunteer.

#### **Players 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 for practices and games.
- 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.

### Spectators Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- **Be supportive after the game win or lose.** Recognize good effort, teamwork and sportsmanship.

## PLAYER DEVELOPMENT

The MAHA Player Development Camp (MT PDC) is held each year following the conclusion of the MAHA hockey season. The camp is open to all players, boys and girls, ages 12 to 16. The objective of the Player Development Camp is to provide players across the state an affordable post-season hockey camp with the best available coaches both on and off the ice. The camp will focus on building and continuing to develop the fundamental hockey skills (skating, passing, shooting, etc...) There are no limitations on skill ability and all players registered with USA Hockey are encouraged to attend.

At the conclusion of the camp, some players may be chosen to advance to a Northern Plains Player Development Camp. If this is the case, players will be selected at the MT PDC and notified post-camp by a representative of the district camp. There may also be other opportunities available such as Multi-District and Regional Player Development Camps and players **MUST** attend the MT PDC in order to be eligible for these additional opportunities.

For more information about the Montana Player Development Camps, please visit [MTHOCKEY.COM](http://MTHOCKEY.COM).

## COACHING EDUCATION PROGRAM

The Coaching Education Program establishes levels of achievement for each individual, from the beginner to the highly skilled expert. The objective of the program is to improve the caliber and quality of coaching in amateur hockey.

1. **Purpose:** Educating coaches in pursuit of excellence in hockey.
2. **Mission:** The Coaching Education Program is committed to developing coaches who will be effective instructors and role models through a comprehensive education program at all levels. The Coaching Education Program shall emphasize the teaching of fundamental skills, conceptual development, sportsmanship, and respect for the dignity of the individual athlete.
3. **Values:** The Coaching Education Program embraces the following values to establish the moral and ethical priorities that serve to guide the coaching program:

Character	Integrity	Sportsmanship	Commitment
Knowledge	Vision	Enjoyment	Leadership

For youth only, it is mandated by USA Hockey that all coaches and instructors wear hockey helmets during

on-ice sessions, including practices, controlled scrimmages and coaching clinics. The responsibility for the enforcement of this USA Hockey policy falls to local associations in Montana. In the case of the coach/instructor helmet requirement we recommend that the association ACE coordinator and coaching director instruct all coaches and instructors on the policy, explaining the origin and purpose of the policy. The association must then enact and enforce the policy. The following enforcement procedure has been approved by USA Hockey:

1. **First Offense** – a verbal reminder of the policy and the penalty for non-compliance.
2. **Second Offense** – a written warning of the policy and sanctions that could occur if the policy is not followed.
3. **Third Offense** – two game suspension. At the option of the local suspending authority, the offending coach may be allowed to practice with the team during this suspension as long as he/she wears a helmet.
4. **Fourth Offense** – As per bylaw 10. (C) Annual Guide. Notification on Helmet Policy violation pending a hearing by the affiliate or suspending authority – disciplinary hearing must be held within 7 days of notification of the violation. Suspension should not be for less than 30 days.

Please be advised that MAHA may sanction the local association for not properly enforcing the USA Hockey and affiliate policies.

The Montana Amateur Hockey Association will conduct background screening on all coaches rostered in Montana. All coaches on the ice and/or bench with players during games must have appropriate coaching credentials for the age division they are coaching and be registered with USA Hockey and rostered with the team they are coaching. All parents and/or volunteers participating on ice during ice hockey practices are required to carry the appropriate coaching credentials for the age divisions they are coaching.

### **Coach Registration**

All ice hockey coaches as well as instructors of USA Hockey programs shall be registered for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, Coaching national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants online at usahockey.com or through a local association/member program (refer to Section I Participant Registration). Junior coaches shall register with and through their teams with the junior registrar. All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, girls'/women's 19 & under and below, and disabled programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops.

### **Required Coaching Education Program Levels for Ice Hockey**

USA Hockey requires that all affiliates and/or districts shall establish the following requirements without modifications for all coaches (head and assistant).

All coaches must have the required certification level before December 31<sup>st</sup> of the current season.

**(a)** All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education with a coaching clinic each year until, at a minimum, they achieve Level 3. EXCEPTION: Coaches of 8U or younger players may remain at Level 1 or their current level. A coach may attend only one (1) certification clinic per year (not including age-specific requirements). Coaches who do not coach in continuous years must re-enter the program at the next level when they resume coaching responsibilities. Once Level 3 is achieved, periodic renewal [as outlined in Paragraph (c) below] is required for coaches who have not achieved Level 4. Coaches of national tournament bound teams (Tier I 14U, 16U and 18/19U and Tier II 16U and 18/19U) must complete Level 4 in their fourth season of coaching. Coaches who attain Level 4 certification are not required to attend any further certification clinics but must adhere to the age-specific requirement as outlined in Paragraph (b) below.

**(b)** In addition to the training in paragraph (a) above, coaches must also complete online age-specific training

modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific module in any given season.

**(c) Coaching certification at Level 3 is valid for two (2) seasons, as indicated by the expiration date.**

A coach whose Level 3 is due to expire must take the online Level 3 Recertification Track 1 curriculum or they may move up to Level 4. Level 3 Track 1 Recertification is valid for two (2) seasons.

A coach whose Track 1 Level 3 recertification is due to expire must take the online Level 3 Recertification Track 2 curriculum or move up to Level 4. Level 3 Track 2 Recertification is valid for two (2) seasons.

Coaches whose Track 2 Level 3 Recertification is due to expire must attend a Level 4 clinic prior to the expiration of their Level 3 Recertification.

Coaches must complete the online recertification program in order to recertify their Level 3 certifications. Attending a clinic or workshop is no longer valid for recertifying any certification level.

**(d) Grandfather Clause**

For coaches who enrolled in the Coaching Education Program prior to May 1, 2011, their entry into the above program will be at their current certification level. Level 1 and 2 coaches must adhere to paragraphs (a) and (b) above, effective May 1, 2011. Current Level 3 coaches must adhere to paragraph (b) and (c) above; effective with the season their Level 3 expires.

This chart outlines the progression for a new coach. Coaches with pre-existing certifications will enter the new program at their current certification level and must adhere to paragraphs 1. (a) and (b) above.

<b>Years of Coaching</b>	<b>Certification Requirements</b>
Year 1 (ex: 2011-12)	Level 1 clinic+ age-specific component
Year 2 (ex: 2012-13)	Level 2 clinic+ age-specific components if not previously taken for current age level.
Year 3 (ex: 2013-14)	Level 3 clinic (expires Dec. 31, 2015) + age-specific component if not previously taken for current age level.
Year 4 (ex: 2014-15)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 5 (ex: 2015-16)	Complete the online Level 3 Recertification Track 1 (expires Dec. 31, 2017), or attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 6 (ex: 2016-17)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 7 (ex: 2017-18)	Complete the online Level 3 Recertification Track 2 (expires Dec. 31, 2019), or attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 8 (ex: 2018-19)	No Level certification required but can attend a Level 4 clinic + age- specific component if not previously taken for current age level.
Year 9 (ex: 2019-20)	Must attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 10 and beyond	No Level recertification required but must complete age-specific component if not previously taken for current age level. Coaches are highly encouraged to attend a continuing education course every two years

**(2) Evidence of Level**

All USA Hockey coaches will possess a USA Hockey Coaching Education Program card with valid certification stickers (if certification was received prior to September 1, 2011), or a printout from the USA Hockey online certification list (if certification was received after September 1, 2011).



It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season to attend a USA Hockey coaching clinic and complete the online age-specific playing level module to become properly certified.

Prior to the start of all games throughout the season all coaches are required to indicate their current certification status on the scoresheet, regardless of their certification level. All coaches (except for juniors) must legibly print their USA Hockey Coaching Education Program (CEP) card number, their CEP level (levels 1-5), their online age-specific playing level module and the year their CEP level was attained.

Beginning January 1 of the current season, prior to the start of each game, all coaches present are required to sign the designated area of the score sheet in order to verify the accuracy of the playing roster, as it appears on the score sheet, for that game.

**(3) SafeSport certification is required for all coaches every 2 years. Background checks are required annually.**

#### **(4) Penalty and Enforcement**

All coaches must have current certification and online component verification beginning January 1 of the current playing season. Any coach not in possession of these requirements will be ineligible to coach for the remainder of the season. Districts and/or affiliates are required to uphold this penalty. It will be the responsibility of the local association registering the team to enforce the national policy.

#### **Under-Age Coaches**

##### **(1) Student Coach**

A player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.

##### **(2) Qualifications**

- a. Must attend a training session conducted by the local hockey association or audit a Level 1 clinic (not required to pay nor will they receive certification credit).
- b. Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- c. May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- d. May not act as a head coach or an assistant coach during practices or games.
- e. May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- f. Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear helmet during games while on the bench.
- g. May only work with players at least one full playing age level below the STUDENT COACH (e.g., a Bantam age player may act as a STUDENT COACH at the Pee Wee, Squirt or Mite level).
- h. The organization that is using the STUDENT COACH must provide a form indicating on the team on which he/she is participating as a STUDENT COACH, and, if applicable, what team he/she is properly registered/rostered as a player. A model form is available on the usahockey.com website.
- i. Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

# Policies

Definitions and Interpretation:

“**Screened, Screening**” – completed and PASSED Background Check program

“**Verified, trained, and/or training**” – completed and PASSED SafeSport Training program

## MAHA Background Check Screening POLICY

As stated in the USA Hockey SafeSport handbook, each coach, volunteer or employee who has regular, routine or frequent access to youth participants must have a background screening completed. ALL persons needing the Background Screening are required to register with USA Hockey.

Non-U.S. citizens and/or non-permanent residents will be responsible for any additional fees to undergo an international screening under this process. The Background Screening application must be completed before you begin working with your Member Association.

The screening procedure governing adults age 18 and over, who have routine access to participant members under the age of 18, shall be adhered to by all Associations.

### Section 1: Intent

The intent of these rules are to reduce the risk of a Montana Amateur Hockey Association (MAHA) - players from physical abuse and misconduct.

### Section 2: Uniformity of Standard

All personnel of MAHA, its associations, and related USA Hockey organizations and personnel are subject to this screening standard. This includes but not limited to: coaches, referees, MAHA personnel, Local Association personnel (Board members, appointed personnel), Team Managers, Locker Room monitors; any person that comes in contact with minors within MAHA programs and those persons who billet on a continuing basis.

### Section 3: Applicability of Standard

- A. The personnel of all MAHA associated organizations shall be screened pursuant to these screening rules.
- B. For purposes of these screening rules, MAHA associated organizations shall include, but not necessarily be limited to, MAHA (the officers and directors of MAHA and the members of all of its committees), affiliated community hockey associations, other affiliates, teams of affiliates, affiliated girl's/women's programs, all teams or organizations registered with MAHA, USA Hockey, Inc. MAHA festivals and development camps and applicable USA Hockey District personnel.
- C. For purposes of these screening rules only, on-ice officials who reside in Montana and who officiate games for MAHA teams shall be considered personnel of a MAHA associated organization.
- D. For purposes of these screening rules, personnel shall include officers, members of boards of directors, coaches, team managers, referees and coaching or referee instructors, whether or not they receive compensation for their services. Other personnel may be included at the discretion of the MAHA Screening Committee.
- E. For purposes of these screening rules, the personnel required to be screened under these screening rules shall collectively be referred to as members.
- F. For purposes of these screening rules, participation as such members (including participation by other personnel screened who thereby become members) shall collectively be referred to as Ascreened activities.
- G. MAHA and associated organizations may, in their discretion, apply the requirements of these screening rules to other volunteer personnel not carried on rosters or registered by means of a USA Hockey Individual Member Registration form and not specifically mentioned herein.

- H. All persons' subject to these screening rules shall be screened once every year, absent special circumstances requiring more frequent screening. Each year the MAHA Screening Committee may screen such other persons which it shall identify, in its sole discretion. Special circumstances requiring discretionary screening would include, but not be limited to, the situation in which MAHA or a MAHA associated organization becomes aware that a person subject to these rules has recently been convicted of a crime which may render that person ineligible to participate in activities of MAHA and its associated organizations.
- I. A member who does not consent to be subject to the application of these screening rules shall not be allowed to participate in screened activities.

#### **Section 4. Standard for Participation of MAHA and its Associated Organizations.**

- A. A person **shall be** disqualified and prohibited from participating in screened activities, if the member has been convicted of any crime as defined in MCA Section 45, Chapters 5, 8 & 9 and Chapters 3 & 4 as applicable.
- B. A person **may be** disqualified and prohibited from participating in screened activities if:
  - 1. The member has been convicted (including crimes the record of which has been expunged and pleas of no contest) of any crime of violence against minors, or any crime which indicates the person may pose a risk to the safety and well-being of player under his/her direction or stewardship, including but not limited to all felonies not described in A. above, domestic assault, indecent exposure, and multiple convictions for operating motor vehicles or watercraft while under the influence of alcohol or controlled substances; or
  - 2. It is determined that he/she has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, is subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to, domestic order for protection has had his/her parental rights terminated for reasons involving sexual or physical abuse of children; or
  - 3. MAHA or any of its affiliates comes into possession of verified information that he/she has a history with another organization (as a volunteer, employee or otherwise) of complaints of physical or sexual abuse of minors, resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
- C. Notwithstanding the provisions of Sections 4.A. and 4.B. above:
  - 1. In the event that a person has been convicted of any of the crimes enumerated in Section 4.A., and this conviction was entered more than ten (10) years before the beginning of the current hockey season (on or after September 1), the committee may utilize its discretion whether to disqualify that person under the Policy; and
  - 2. In the event that a person has been disqualified under Section 4.A. above, that person may apply, in writing, to the Committee for reinstatement when more than ten years have elapsed since the conduct on which the disqualification was based occurred; and
  - 3. In the event that a person has been disqualified under Section 4.B. above, then that person may apply, in writing, to the Committee for reinstatement when either of the following is true;
    - a) more than three years have elapsed since the conduct on the disqualification was based occurred; or
    - b) more than three years have elapsed since the disqualification was made by the Committee.
  - 4. In the case of subparagraph 2 or 3 above, the Committee shall review the applicant's criminal record and overall conduct in the relevant period and may exercise its discretion to either reinstate or again disqualify the applicant. The applicant will be required to authorize a release of his or her criminal history as part of the review process. Failure to consent and execute an appropriate request for such release of information shall result in automatic disqualification under these provisions.
  - 5. Nothing in this Section 4.C. shall prevent the Committee from disqualifying an applicant under either Section 4.A. or 4.B. in the exercise of its discretion after reviewing the record of conduct of the applicant.
  - 6. Any decision by the Committee pursuant to this Section 4.C. shall be appealable by the applicant as provided in Section 7 below.

## **Section 5. Screening Procedure**

Each person to be screened as provided by these screening rules: (**members**) shall consent to submit information to Protect Youth Sports, a consumer reporting agency, on behalf of MAHA. The screening process is completed through the mthockey.com website and personal information is not physically stored by the MAHA screening committee

MAHA publishes on its website a list of approved coaches, officials and association volunteers who have completed the screening process. This list will not disclose or provide any personal information other than the name of the individual. Any member, coach or official whose name does not appear on this list, may not be eligible to participate in screened activities through Montana Amateur Hockey Association. Any member, coach or official may contact the MAHA Risk Manager to determine the status of such persons screening application and/or to appeal any adverse decision by the Screening Committee, pursuant to Section Seven of this Screening policy. Lists will be updated in a timely manner.

- B. Screening Committee. The Screening Committee shall consist of the MAHA Risk Manager, and the MAHA President. The Screening Committee shall:
1. Receive and review the information provided by the screening agent.
  2. If relevant information, as defined by Section 4 of these rules is received concerning a member, promptly review and discuss the information, and determine whether the member is eligible to participate in activities of MAHA or its associated organizations.
  3. If the Screening Committee determines that the member is disqualified and prohibited from participating in screened activities, its Chair (MAHA Risk Manager) shall notify in writing the member and the member's affiliate, the appropriate Associate and District Registrars and Supervisor of Officials that the member is not eligible to participate in screened activities.
  4. Maintain and update the database to indicate when the criminal background check was made on each member, and all information received.
  5. Safeguard all information, so as to comply with all statutory data privacy requirements, the requirement of the screening agent, and the member's personal rights to privacy.
  6. Seek better methods of implementation and assist members in implementing these rules, and with the approval of the MAHA Board of Directors, audit affiliates to gather data on compliance with these rules.
  7. The Screening Committee may employ persons or companies to assist it in the review of the information received from a screening agent, but such persons or companies shall observe standards of strict confidentiality concerning his, her or its work, and shall reveal the screening information only to the Screening Committee.

## **Section 6. Awareness Program**

MAHA shall incorporate into its various literature and programs, the education/awareness information as developed by the Screening Committee or by USA Hockey or other authoritative sources as pertinent information becomes available.

## **Section 7. Appeals**

- A. Members who are determined to be ineligible to participate in the screened activities may appeal in writing such determination of the Screening Committee within ten (10) days of receipt of the notice of ineligibility. The appeal shall be in writing addressed to the Chair of the Screening Committee, at the address given in the notice of ineligibility. In addition, as part of the appeal process, the Member who has been determined to be ineligible, shall submit to the Screening Committee, within ten (10) days of filing the notice of appeal, an appropriate consent and request for release of criminal history information. Failure to submit the appropriate consent and request for release of criminal history information, within such time period, shall result in an automatic denial of the appeal. The Chair of the Screening Committee, at his or her sole discretion, may require additional information prior to hearing this appeal, including a request for fingerprints and any other information that may assist the Screening Committee in

conducting its review of such Member=s criminal record. Failure to cooperate with the Screening Committee at any point in this process shall be grounds for denial of the appeal.

- B. The Screening Committee, or a designated subcommittee thereof consisting of not less than three members, shall hear all such appeals within 45 days of the later of receipt of the written appeal or receipt of such Members criminal history record. The appeal shall be heard at a place and time determined by the Screening Committee, and shall otherwise be conducted in accordance with the practices of USA Hockey set forth in the By-laws under Article 10(g). The appealing member shall be given reasonable notice of the time and place of the hearing, and shall be invited to attend. A decision on the appeal shall be given in writing, signed by the Chair of the Screening Committee (in the case of a subcommittee, by the chair of the subcommittee), and shall be rendered within 10 days of the hearing.
- C. A member whose appeal to the Screening Committee results in an adverse ruling may appeal to the Screening Appeals Committee of MAHA within 10 days of the receipt of the adverse ruling by the Screening Committee. The Screening Appeals Committee shall consist of four (4) members, who shall be the MAHA President, and three (3) members appointed by the MAHA President. No MAHA District Director shall serve on the MAHA Screening Appeals Committee. The appeal shall be in writing addressed to the MAHA President. The Screening Appeals Committee shall hear such appeal within 30 days of the receipt of the written appeal. The appeal shall be heard at a place and time determined by the Screening Appeals Committee, and shall otherwise be in accordance with the rules and practices of USA Hockey, as set forth in the By-laws under Article 10(g). A decisions on the appeal shall be given in writing, signed by the President of MAHA, and shall be rendered within 10 days of the hearing.

## **SAFETY POLICY - SAFESPORT**

The safety of its youth participants is of paramount importance to USA Hockey and Montana Amateur Hockey Association (MAHA). This includes not only on-ice safety, but also off-ice safety in any part of USA Hockey's and MAHA's programs.

USA Hockey and MAHA have long had safety systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. These include, without limitation, physical abuse, sexual abuse, screening, locker room supervision and hazing policies, in addition to codes of conduct applicable to administrators, coaches, officials, parents, players and spectators. USA Hockey has created a Safe Sport Program that includes USA Hockey's various policies aimed at protecting its youth participants from all types of misconduct and abuse.

**The USA Hockey SafeSport Handbook includes the Policies that apply to all USA Hockey Member Programs. Those Policies address:**

- Sexual abuse
- Physical abuse
- Emotional abuse
- Bullying, threats and harassment
- Hazing

In addition to these Policies, the USA Hockey SafeSport Handbook includes information about the training MAHA members, employees, volunteers, administrators, coaches, parents and players are required to take. This training includes recognizing and reducing circumstances for potential abuse to occur; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and MAHA should respond to allegations of abuse and misconduct; and how USA Hockey and MAHA will Monitor and Supervise the SafeSport Program to help ensure its effectiveness.

By combining all of these elements into a comprehensive SafeSport Program, USA Hockey, along with MAHA, intend to create the safest possible environment for youth and adults that are participating in hockey.

**A USA Hockey/MAHA member or parent of any member who (1) violates any of the SafeSport policies or (2) fails to consent to, and pass a screening and background check in compliance with the USA**

**Hockey/MAHA Screening and Background Check Program, may be denied eligibility within any USA Hockey/MAHA program and is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.**

The Policy Handbook in its entirety is available for download on the MAHA website (mthockey.com) or the USAHockey.com/safesport website.

### **SafeSport Director:**

The responsibilities of the MAHA SafeSport Director is dependent on the Affiliate.

The SafeSport Director is the Affiliate's gatekeeper for all SafeSport issues. This person is responsible for receiving all association's reports of suspected misconduct or abuse, and then following the appropriate steps for reporting and responding to allegations. The SafeSport Director ensures that SafeSport Training and background screening requirements are met by the Affiliate. The Director provides guidance to Association's on how to handle disciplinary matters.

### **The MAHA SafeSport Director will:**

- Respond to verbal and written reports from members or others regarding allegations of misconduct.
- Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.
- Track and maintain a filing system for the Affiliate's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals.
- Communicate effectively and efficiently with members and volunteers via telephone and/or e-mail.
- Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers.
- Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture.
- Work to educate participants and parents about the SafeSport Program.
- Understand the complaint reporting procedures and structure within USA Hockey.
- Successfully pass background screen annually and complete SafeSport Training, annually.
- Understanding and ability to maintain confidentiality on sensitive membership information and complaint details.
- Positive attitude and strong work ethic

### **Local SafeSport Coordinators:**

One representative must be named by each MAHA association as their SafeSport Coordinator. Each Association must submit the name of their SafeSport Coordinator on or before October 1st, to the MAHA SafeSport Director. MAHA encourages association's officers, directors, administrators, etc., to take the training material as well.

The responsibilities of a local program's SafeSport Coordinator is dependent on the Affiliate.

The Coordinator is responsible for receiving reports of suspected misconduct or abuse, and then following the appropriate steps for reporting and responding to allegations. The Local Coordinator is to report to the MAHA SafeSport Director all received reports as they come in or on a monthly basis.

The local program's SafeSport Coordinator may ensure that their local SafeSport Training and background screening requirements are met by all. This individual provides guidance to their Association on how to handle disciplinary matters.

### **Local Coordinators may:**

- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct.

- Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.
- Track and maintain a filing system for the program's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals.
- Communicate effectively and efficiently with members and volunteers via telephone and e-mail.
- Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers.
- Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture.
- Work to educate participants and parents about the SafeSport Program.
- Understand the complaint reporting procedures and structure within USA Hockey.

### **Qualifications**

- Successfully pass background screen and complete SafeSport Training.
- Understanding and ability to maintain confidentiality on sensitive membership information and complaint details.
- Must be objective and compassionate.
- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills.

### **Reporting Policy:**

Section IV of the USA Hockey SafeSport Handbook, contains specifics on all reporting procedures.

The policy requires that every employee or Volunteer of ANY USA Hockey Member program must report (1) actual or perceived violations of the USA Hockey SafeSport Program, (2) any violations of the policies prohibiting, Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing, and (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA hockey representative (your local SafeSport Coordinator, the MAHA SafeSport Director or directly to USA Hockey).

Additionally, in ALL cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of a USA Hockey Member program must report to the appropriate law enforcement authorities before reporting to the SafeSport Director.

### **SafeSport Training program:**

All USA Hockey registered coaches, officials, locker room monitors, employees and volunteers (including association board members) are to take the educational program every 2 seasons. The training is comprised of short video segments that take approximately 90 minutes to complete.

The SafeSport Training and Refresher training are each valid for two SEASONS. This, if you took the training during the 2015/2016 season, it was valid for the 15/16 and 16/17 season. You will need to take the training or the refresher course for the 17/18 season. If you have never taken the SafeSport Training course, you are required to take the entire course training. If you have taken the main training course before (without a lapse) you can take the Refresher course.

PLEASE NOTE, that you will need your USA Hockey Confirmation Number and an email address to access the training. Training can be found: <http://www.usahockey.com/safesporttraining>

## LOCKER ROOM POLICIES

USA Hockey requires that all local programs publish their locker room policies to the parents of all minor participants. The policies should be specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.

### **Locker room Monitors:**

"It is the policy of USA Hockey and MAHA that all league, and local hockey programs have at least one screened and verified adult present directly monitoring the locker room during all team(s) events."

This includes practices, games, sanctioned tournaments, etc., to assure that only participants (coaches and players), and approved team personnel are permitted in the locker room and to supervise the conduct of participants in the locker room. The monitor is required to be Screened and Verified.

Any individual meeting with a minor participant and a coach in a locker room, office or any enclosed space, shall require a responsible adult be present (no 1:1 meetings allowed). Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

Further, responsible adults must also secure the locker room appropriately during times when minor participants are on the ice. It shall be permissible for a local program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened and verified adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

All local programs shall publish locker room policies to the parents of all minor participants that are specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities. A form with a sample locker room policy may be found at [usahockey.com/safesport](http://usahockey.com/safesport)

For every USA Hockey sanctioned team: the coach, team managers and/or Association administrators shall be responsible for compliance with the locker room supervision requirements set out in the USA Hockey SafeSport Policy. Failure by a coach or administrator to take appropriate steps to ensure adherence to the Locker Room Policy, or violation thereof by any participant or parent of a participant is subject to appropriate disciplinary action. It should also be noted that a local program may at its discretion adopt stricter policies than those defined by USA Hockey or MAHA, but in no case may said policy be less strict. Associations found in violations of this policy may be sanctioned in the following manner:

- 1st offense: \$200.00 fine to the team and one game suspension to the head coach.
- 2nd offense: \$400.00 to the club and two game suspension to the head coach.
- 3rd offense: the head coach and an Association representative shall attend a MAHA disciplinary hearing which may result in further sanctions up to and including fines, suspensions and/or post season sanctions.



## **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 or 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. It is not acceptable under USA Hockey's Sexual Abuse Policy for persons to be observing the opposite gender while they dress or undress. Where possible, the 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. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. Where possible, when both male and female players are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy.

Please also refer to USA Hockey's Co-Ed Locker Room Policy set forth in the USA Hockey Annual Guide.

## **Parents in Locker Rooms**

Except for players at the younger age groups [6U, 8U], USA Hockey and MAHA discourages parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. It is required that these parents also be screened and verified.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

## **SOCIAL MEDIA, MOBILE & ELECTRONIC COMMUNICATIONS POLICY**

As part of USA Hockey's emphasis on participant safety, communications involving our minor participants should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct. Adherence to the Social Media, Mobile and Electronic Communications Policy helps reduce these risks.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

### **Social Media**

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to their personal Facebook page or any other

similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., “friend”) the official organization or team page and coaches can communicate to players through the site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

### **Email, Text Messaging and Similar Electronic Communications**

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant must include a copy to parents. Where possible, a coach should be provided and use the organization web site email center (the coach’s return email address will contain “@organization.com”) for all communications with the team and players.

### **Request To Discontinue All Electronic Communications or Imagery with Athlete**

Following receipt of a written request by the parents of a minor player that their child not be contacted by any form of electronic communication by coaches or other adults, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

### **Abuse and Misconduct**

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey’s SafeSport Program.

### **Reporting**

Infractions of USA Hockey’s Mobile and Electronic Communications Policy should be reported to the appropriate person as described in Section IV of this Handbook concerning reporting.

A USA Hockey participant or parent of a participant who violates this Social Media, Mobile and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities

## **TRAVEL POLICY**

Travel to games and tournaments is a significant part of youth hockey participation, and it is also an event that places players in potential situations for abuse and misconduct - particularly during overnight stays. USA Hockey requires that all local programs shall have a travel policy applicable to youth teams that is published and provided to all players, parents, coaches, and other adults traveling with the team. The policy should apply to both local travel as well as out of town events and should have different policies for each. These travel policies shall include:

#### **Local:**

1. Make parents responsible for local travel arrangements.
2. Non-parent drivers shall not drive alone with an unrelated minor.
3. Non-parent drivers shall not be alone at any time with an unrelated minor. Drop offs and pick-ups should be coordinated in groups.

#### **Out of town:**

1. Regardless of gender, a coach shall not share a room with a single player unless the coach is a parent or guardian.
2. Anyone providing team travel assistance must be screened and verified, and possess valid driver's licenses and insurance.
3. Adequate adult chaperone supervision should be provided at all times (recommend one adult for five to eight players).
4. Room monitoring and curfew checks should be made by at least two screened and verified adults.
5. No individual meetings shall take place in players' rooms.
6. Players shall be allowed to make "check in" calls to their parents.
7. Travel itineraries including a list of all adult personnel and contact information shall be provided to parents.
8. Parents will be contacted first, prior to any disciplinary action be taken against a player.
9. No coach or chaperone shall be under the influence of drugs or alcohol while performing their chaperone/coaching duties.
10. In all cases, parents have the right to transport their child and stay with them in their hotel room.
11. Players under the age of 18 years old cannot travel to out of town games/tournaments without adult supervision.

The bulk of this policy is basic common sense. What is listed above should provide a basis for a travel policy but certainly isn't limited to these topics. Your local program can freely make as detailed and as stringent a travel policy as it sees fit. By being aware of, and enforcing these simple travel rules, we can take a giant step towards limiting any occurrences of abuse during a time when our youth players face potential risks.

## BILLETING POLICY

It is recognized that some youth hockey players do leave home to play hockey in a location away from their parents. In those circumstances, the organization or team typically arranges for the player to live with a host or "billet" family. Having youth players live outside their homes increases risk for abuse and misconduct to occur. All organizations and teams that arrange for players to live with billet families shall have written policies and procedures in place to govern the arrangement that have been approved by MAHA.

All billeting policies and procedures will meet the following requirements:

- No more than two players should be housed with any one billet family
- All adults living in the household of the billet family shall be screened and verified prior to the player moving in with the family.
- It is strongly recommended that all billet families be two-parent homes. However, single parent billet families may be acceptable, but the organization or team shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the USA Hockey SafeSport Policies.
- Billet families and the player and player's parents shall all sign an agreement with the organization and/or team that they will comply with the rules and regulations for the billeting arrangement and the USA Hockey SafeSport Policies.
- Based upon the requirements of the jurisdiction, the player's parents shall sign and provide a power of attorney and/or guardianship (as necessary by applicable state law) to the billet family adults to allow for them to make emergency medical and schooling decisions.
- Each team shall have a billet coordinator who shall be responsible for overseeing compliance with the Billeting Policy and all other MAHA and/or USA Hockey SafeSport Policies.
- The team shall have a mandatory curfew for all billeted players. The host family may have an earlier curfew.
- Players shall agree to comply with the house rules of the billet families, including curfews, chores/cleaning, telephone usage, etc. Complaints about unusual rules shall be addressed with the team billet coordinator.
- Players shall not stay overnight at any other home except with the permission of the player's parents and advance notification to the billet family and team billet coordinator. Players are not to drive billet family vehicles without automobile liability insurance as required by applicable state law, and documentation and approval of the billet family.

- Players staying with a billet family shall be permitted to make regular check-in phone calls to parents. Team personnel and billets shall allow for any unscheduled check-in phone calls initiated by either the player or parents
- The organization's/team's billeting policy shall include requirements that the billet family maintain appropriate homeowners/renters insurance.

## ZERO TOLERANCE

To make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all On-Ice Referees and Linesmen:

### PLAYERS

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

### COACHES

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

### OFFICIALS

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

### PARENTS/SPECTATORS

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators 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:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

### HAZING

It is the policy of USA Hockey and USA Hockey In-Line that there shall be no hazing of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey or USA Hockey In-Line events by any employee, volunteer, participant or independent contractor.

**Definition:** Conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to suspension from playing or holding office with any team, club or association affiliated with USA Hockey.

USA Hockey is concerned with USA activity known as Locker Boxing (aka Helmet & Gloves) which produces head trauma in children and young adults. USA Hockey is opposed to that activity and recommends that our local associations take action to prevent this activity through awareness, education and supervision.

## **CONSUMPTION/USE/ABUSE OF MOOD ALTERING SUBSTANCES**

It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of mood altering substances during active participation in its programs, and, upon discover of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs, and affiliates adopt a reasonable enforcement procedure thereafter, in order to maintain the health of our athlete participants, the integrity of our programs, and the eligibility of all of our competitors for national, international, and collegiate competition.

For purposes of this policy, the words **mood altering substances** shall include the following:

1. Intoxicating beverages, including, but not limited to, alcohol.
2. Non-prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.

Further, a participant shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

## 2017 USA Hockey Concussion Management Program

Michael Stuart, MD; Alan Ashare, MD; Kevin Margarucci, ATC

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected Sports Related Concussion (SRC) is ***immediately removed from play***.

- A Sports Related Concussion is a traumatic brain injury- ***there is no such thing as a minor brain injury***.
- A player does not have to be “*knocked-out*” to have a SRC- ***less than 10% of players actually lose consciousness***.
- A SRC can result from a blow to head, neck ***or body***.
- SRCs often occur to players who don’t have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions.
- The **youth** hockey player’s brain is ***more susceptible*** to SRC.
- In addition, the SRC in a young athlete may be *harder* to diagnosis, takes *longer* to recover, is *more likely* to have a recurrence, which can be associated with serious long-term effects.
- The strongest predictor of slower recovery from a concussion is the severity of a person’s **initial symptoms** *in the first day or 2* after the injury.
- Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- ***there is no standard timetable***.
- Baseline or pre-season **neuropsychological testing** is not mandatory, but may be helpful for return-to-plan decision making when an athlete feels normal.
- The use of helmet-based or other **sensor systems** to diagnose or assess SRC cannot be supported at this time.

A player with **any symptoms/signs** or a **worrisome mechanism of injury** has a SRC until proven otherwise:

**“When in doubt, sit them out”**

Remember these steps:

1. Remove immediately from play (training, practice or game)
2. Inform the player’s coach/parents
3. Refer the athlete to a qualified health-care professional
4. Initial treatment requires physical and cognitive rest
5. The athlete begins a graded exertion and schoolwork protocol.
6. Medical clearance is required for return to play

### **Diagnosis**

Players, coaches, officials, parents and health care providers should be able to recognize the symptoms and signs of a sport related concussion.

#### **Symptoms**

- Headache
- Nausea
- Poor balance
- Dizziness
- Double vision

- Blurred vision
- Poor concentration
- Impaired memory
- Light Sensitivity
- Noise Sensitivity
- Sluggish
- Foggy
- Groggy
- Confusion

### Signs

- Appears dazed or stunned
- Confused about assignment
- Moves clumsily
- Answers slowly
- Behavior or personality changes
- Unsure of score or opponent
- Can't recall events after the injury
- Can't recall events before the injury

### Management Protocol

1. If the player is unresponsive- call for help & dial 911
2. If the athlete is *not breathing*: start CPR
  - ✓ DO NOT move the athlete
  - ✓ DO NOT remove the helmet
  - ✓ DO NOT rush the evaluation
3. Assume a neck injury *until proven otherwise*
  - ✓ DO NOT have the athlete sit up or skate off until you have determined:
    - no neck pain
    - no pain, numbness or tingling
    - no midline neck tenderness
    - normal muscle strength
    - normal sensation to light touch
4. If the athlete is conscious & responsive without symptoms or signs of a neck injury...
  - help the player off the ice to the locker room
  - perform an evaluation
  - do not leave them alone
5. Evaluate the player in the locker room: **SCAT5** or other sideline assessment tools
  - Ask about concussion **symptoms** (How do you feel?)
  - Examine for **signs**
  - Verify **orientation** (What day is it?, What is the score?, Who are we playing?)
  - Check **immediate memory** (Repeat a list of 5 words)
  - Test **concentration** (List the months in reverse order)
  - Test **balance** (have the players stand on both legs, one leg and one foot in front of the other with their eyes closed for 20 seconds)
  - Check **delayed recall** (repeat the previous 5 words after 5-10 minutes)

→ If a healthcare provider is not available, the player should be safely removed from practice or play and urgent referral to a physician arranged.
6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance or recall

has a SRC and should not be allowed to return to play on the day of injury.

7. The player should not be left alone after the injury, and serial monitoring for deterioration is essential over the initial few hours after injury. If any of the signs or symptoms listed below develop or worsen: go to the **hospital emergency department** or dial **911**.

- Severe throbbing headache
- Dizziness or loss of coordination
- Ringing in the ears (tinnitus)
- Blurred or double vision
- Unequal pupil size
- No pupil reaction to light
- Nausea and/or vomiting
- Slurred speech
- Convulsions or tremors
- Sleepiness or grogginess
- Clear fluid running from the nose and/or ears
- Numbness or paralysis (partial or complete)
- Difficulty in being aroused

8. An athlete who is *symptomatic* after a concussion initially requires **physical** and **cognitive rest**.

- A concussed athlete **should not** participate in physical activity, return to school, play video games or text message if he or she is having symptoms at rest.
- Concussion symptoms & signs *evolve over time*- the severity of the injury and estimated time to return to play are unpredictable.

9. A qualified health care provider guides the athlete through **Graduated Return-to-School** and **Graduated Return-to-Sport** strategies

**Graduated Return-to-Sport Strategy**

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport Specific exercise	Running or skating drills. NO head impact activities	Add movement
4	Noncontact training drills	Harder training drills, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	



After a brief period of rest (24–48 hours after injury), patients can be encouraged to become gradually and progressively more active as long as these activities do not bring on or worsen their symptoms.

There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest).

If symptoms are persistent (more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

## **USA HOCKEY STANDARDS OF PLAY**

Through the standard of rules enforcement, our game will continue to allow the opportunity for improved skill development and a more positive hockey environment for all participants. The mission of USA Hockey is clear; through this new initiative a greater emphasis will be placed on skating, puck possession and the proper use of the body to establish position and a competitive advantage.

The goal of the enforcement standard is to reduce restraining infractions in the game and not to remove legal body checking or body contact. A hard body check or using body contact/position (non-checking classifications) to gain a competitive advantage over the opponent should not be penalized as long as it is performed within the rules.

The principles of this new enforcement standard include the following:

- The use of the stick will be limited to only playing the puck.
- The stick will not be allowed to in any way impede a player's progress.
- The use of a free hand/arm will not be allowed to grab or impede a player's progress.
- Players who use their physical skills and/or anticipation and have a positional advantage shall not lose that advantage as a result of illegal acts by the opponent.
- Players will be held accountable for acts of an intimidating or dangerous nature.

Enforcement Standard--These penalties are to be called with very strict enforcement:

### **HOOKING**

- A player cannot use his/her stick against an opponent's body (puck carrier or non-puck carrier) to gain a positional advantage. Examples include:
- Tugs or pulls on the body, arms or hands of the opponent which allows for the space between the players to diminish
- Placing the stick in front of the opponent's body and locking on impeding the opponent's progress or causing a loss of balance.
- Stick on the hand/arm that takes away the ability for the opponent to pass or shoot the puck with a normal amount of force

### **TRIPPING**

- A player cannot use his/her stick on the legs or feet of an opponent in a manner that would cause a loss of balance or for them to trip or fall. Examples include:
- Placing the stick in front of the opponent's legs for the purpose of impeding progress, even if on the ice, with no effort to legally play the puck
- Placing the stick between the legs of the opponent (can opener/corkscrew) that causes a loss of balance or impedes the progress of the opponent.

### **HOLDING**

- A player cannot wrap his/her arms around an opponent or use a free hand to clutch, grab or hold the

- stick, jersey or body on the opponent in a manner that impedes their progress. Examples include:
- Wrapping one or both arms around the opponent along the boards in a manner that pins them against the boards and prevents them from playing the puck or skating
  - Grabbing the opponent's body, stick or sweater with one or both hands
  - Using a free arm/hand to restrain or impede the opponent's progress

#### **INTERFERENCE**

- The use of the body (pick or block) to impede the progress of an opponent with no effort to play the puck, maintain normal foot speed or established skating lane. Examples include:
- Intentionally playing the body of an opponent who does not have possession or possession and control of the puck.
- Using the body to establish a pick or block that prevents an opponent from being able to chase a puck carrier
- Reducing foot speed or changing an established skating lane for the purpose of impeding an opponent from being able to chase a puck carrier
- **Allowed Actions**
- A player is entitled to the ice he/she occupies as long as they are able to maintain their own foot speed and body position between opponent and puck
- Players are allowed to compete for body position using their strength and balance in front of the goal or along the boards.

#### **SLASHING**

- The use of the stick will be limited to only playing the puck. Any stick contact, as a result of a slashing motion, to the hands/ arms or body of the opponent will be strictly penalized. In addition, hard slashes to the upper portion of the stick (just below the hands) of an opponent, with no attempt to legally play the puck, shall also be penalized.

#### **OTHER INFRACTIONS**

- In addition to the above mentioned enforcement standards, all other infractions, including contact to the head, checking from behind, cross checking, high sticking and roughing (including late avoidable check) shall be penalized to a strict enforcement standard.  
Note: These standards were enforced at the start of the 2006-07 season.

# Discipline

## DISCIPLINE COMMITTEE STRUCTURE

MAHA shall establish a committee to hear disciplinary actions and proceedings pursuant to USA Hockey Bylaw 10 as well as for miscellaneous disciplinary actions that are required for disputes arising within the state that do not involve playing rules issues. This Discipline Committee shall be chaired by the Vice President of MAHA and shall consist of three (3) Association Directors (appointed by the Chair), MAHA SafeSport Director, for a total of 5 committee members. Any Appointed director to the committee must not be from the same Association the Action is based, or have any personal involvement or knowledge of the action or person(s) involved.

In the event a matter is presented for disciplinary action to the MAHA Board, whether as an original matter or through an appeals process, it shall be directed to a Hearing Committee which shall be comprised of three (3) Members from the Discipline Committee. The Chairman of the Committee shall designate which Members shall serve on the Hearing Committee for any individual matter. The Hearing Committee shall be comprised of individuals selected from the Discipline Committee, who have no connection or relation to the persons or associations involved with a particular disciplinary action. The Chairman may serve as a Member of the Hearing Committee.

## USA Hockey Bylaw 10

Hearings shall be conducted according to the rules of USA Hockey and as set out in its Annual Guide. A summary of the USA Hockey Bylaw 10 Procedures for Suspension and Discipline of Members follows. **This is a summary only**, and specific reference should be made to Bylaw 10 of the USA Hockey Annual Guide for any specific information.

### Main Principles of USA Hockey Disciplinary Procedures

#### A. Hearings

In nearly all cases a suspension should not be imposed until *after* a party has been afforded a right to a hearing pursuant to Bylaw 10.c.

Hearings under Bylaw 10.C have certain requirements:

1. Hearing Committee: The hearing committee must be at least 3 reasonably disinterested and impartial persons;
2. Offer of Hearing: The hearing committee must offer to hold a hearing within 30 days of (i) the demand for hearing or (ii) notification of completion of an appropriate investigation into the facts giving rise to the suspension (but should not be longer than 60 days after receipt of demand for a hearing);
3. Notice of Hearing: The hearing committee must provide at least 7 days' notice of the hearing;
4. Suspension Remains in Effect: Any existing suspension remains in effect until the decision of the hearing committee is rendered;
5. Location: The hearing must be in a location that is accessible to the suspended party and the parties proposing the suspension;
6. Hearing Requirements: A fair hearing is required, including:
  - a) Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
  - b) Notice of the possible consequences of an adverse finding;
  - c) A reasonable opportunity to present their case and argument;
  - d) The ability to have counsel present (provided that, the hearing committee may set the rules for such participation); and
  - e) The appeal procedure when a decision is rendered;

7. Hearing Rules: The hearing committee may decide the level of formality for the hearing, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
8. Burden of Proof: The party proposing the suspension must establish the facts and the violation of rules or bylaws by a preponderance of evidence (*i.e.*, more likely true than not true).
9. Decision Deadlines: The hearing committee must use reasonable efforts to render a decision within 5 business days of the hearing, and prepare and deliver a written decision within 15 business days of the hearing.
10. Decision Contents: The written decision must contain (i) findings of material facts (*i.e.*, the committee finds that the following occurred), (ii) conclusions (*i.e.*, based upon the facts above, the committee concludes that the person violated Bylaw \*\*), and (iii) the order of the committee (based upon the conclusions above, the committee hereby orders the following suspension . . .).
11. Scope of Suspension: Any suspension imposed is only valid with respect to the jurisdiction of the suspending authority (*e.g.*, a local program may only suspend within its program and an affiliate may only suspend a party from participation within their affiliate) provided that a local association may request that the affiliate honor the suspension throughout the affiliate, and an affiliate may request that USA Hockey honor the suspension throughout USA Hockey's jurisdiction.

## **B. Suspension Prior to Hearing.**

1. There are *very few situations* that allow USA Hockey, or any Affiliate, local league or organization, Council, Committee or Section, to suspend a Member without providing a hearing *prior* to the suspension.
2. The *limited circumstances* where a suspension may be imposed prior to a hearing are:
  - a) Playing Rules Suspensions (suspensions where a playing rule expressly permits the suspension – if the suspension is a result of a Match Penalty, a playing rule hearing is required pursuant to Bylaw 10.D);
  - b) Officiating Suspensions (a state association or USA Hockey league or local supervisor may suspend a referee for up to 10 days, and a state association or Affiliate may suspend a referee pursuant to the summary suspension procedures below);
  - c) Assault of a Game Official (an immediate suspension occurs if a match penalty is assessed under Rule 601(g)1 or 601(j)1, with a playing rule hearing under Bylaw 10.D); and
  - d) Summary Suspensions (are permitted “. . . only in those cases where a participant has been assaulted, or subject to physical or sexual abuse as described in the policies of USA Hockey, or other violations of USA Hockey policies as set out in the Annual Guide, or the affiliates' comparable policies, that have been reviewed, and approved by USA Hockey . . .”).
    1. Although the language allowing Summary Suspensions for “violations of USA Hockey policies as set out in the Annual Guide, or the affiliates' comparable policies”, may be interpreted broadly, it is intended that situations calling for suspension prior to a hearing are the exception rather than the rule and hence they should not be overused.
    2. An Affiliate or local league or organization may not issue a Summary Suspension unless the Affiliate's bylaws, rules or regulations provide for such a suspension.
    3. USA Hockey Bylaw 10.C (2) (d) requires only 7 days' notice prior to a hearing. Only extreme cases should rise to the level where a suspension cannot wait for 7 days to conduct a hearing. Although a party may try to delay a hearing, a suspending party would be within their authority to impose a suspension if the notified party did not appear at a properly called hearing (they would then have a right to appeal).
    4. If a Summary Suspension is imposed, the suspended party must be provided a written notice of their right to request a hearing. If the party requests a hearing in writing within 7 days of the notice, they must be provided a hearing pursuant to the provisions of Bylaw 10.C.

### C. Appeals

1. Any person suspended may appeal that suspension after the hearing or failure to have a hearing.
2. The Appeal Authority for Playing Rules Suspensions and suspensions for violations of Bylaws or rules of local, league, affiliate or district organizations is either (a) the entire Board of a state association, (b) the entire Board of an Affiliate, or (c) a designated committee of a state association or Affiliate.
3. The Appeal Authority for suspensions of referees by a state association or local supervisor is the Affiliate, and the Appeal Authority for suspensions of a referee by an Affiliate is a committee comprised of the District RIC, the Affiliate President and a third person named by those two people.
4. The Appeal Authority for Council decisions is the USA Hockey Executive Committee.
5. The Appeal Authority for suspensions involving Juniors is the Junior Council.
6. The Executive Committee of USA Hockey may allow an appeal of a suspension if there is shown to be a gross abuse of discretion.
7. Any suspension shall be in force and effect until it expires or the Appeal Authority modifies it.
8. Appeals must be handled pursuant to certain procedures:
  - a) The Appealing Party must provide a written Notice of Appeal to the suspending Authority and Appeal Authority within 10 days from receipt of the decision from the hearing body or the date of the failure to have a hearing, and if the Notice of Appeal is not delivered within the ten (10) day period, the suspension is final;
  - b) The Appealing Party must submit a Statement of Appeal, describing why the suspension should be overruled or reversed, within 30 days of the date of the decision appealed from. The Suspending Authority shall have 20 days from receipt of the Statement of Appeal to respond;
  - c) The Appeal Authority may hold a hearing or may choose to consider the appeal on the written submissions of the parties. The Appeal Authority may establish other hearing rules so long as each party is treated substantially equal.
  - d) Only the evidence and theories explicitly presented to the Suspending Authority may be presented or considered in appeal;
  - e) The Appeal Authority must use every reasonable effort to decide the appeal within 10 days from the submissions to it, but not to exceed 15 days; and
  - f) The Appeal Authority may affirm, reverse or modify (including increase or decrease) any decision as it deems proper under the circumstances.

State associations must abide by the procedures set forth in Bylaw 10 when imposing suspensions or other discipline. The association should have a committee, or persons that could be named to serve on a committee, in order to ensure that there are at least 3 reasonably disinterested and impartial persons hearing each matter.

# Operating Procedures

## MONTANA AMATEUR HOCKEY ASSOCIATION

### **MAHA MEETINGS:**

Each association will elect a MAHA Representative to sit on the MAHA Board of Directors. The MAHA Representative will act as the voice for their association membership and will vote on any motions presented to the MAHA Board. MAHA Representatives will be responsible for distributing all information and Montana Hockey news, rules, regulations and meeting minutes to their association. **A fine of \$250.00 will be assessed each association that does not provide representation at a scheduled MAHA meeting.**

### **EXECUTIVE COMMITTEE:**

The Executive Committee comprises of MAHA President, Vice-President, Treasurer, Player Development Director, Girls Player Development Director, Registrar, SafeSport/Risk Manager Director, Coach-in-Chief and the TSL League Commissioner.

The Executive Committee is allowed to spend up to \$500 without the entire MAHA Board approval. With the notification of the expense and the purpose of the expense at the next Board meeting.

### **PROBATIONARY ASSOCIATIONS:**

All new associations will operate under a three-year probationary period. On completion of the three-year probationary period MAHA will review the probationary member's status and participation in MAHA and then make a determination on full MAHA membership, an extended probationary period or revocation of membership. If prior to the end of the three-year probationary period the association does not meet all the requirements and follow all MAHA rules and regulations their affiliation can be revoked.

Probationary MAHA Associations will be nonvoting and will be required to:

- Follow all MAHA and USA Hockey rules and regulations.
- Register all their players and coaches with MAHA and USA Hockey.
- Participate in monthly MAHA meetings.
- Attend the MAHA Annual Meeting and Fall MAHA Meeting.

Probationary MAHA Associations will be allowed to participate in the following:

- The MAHA Grant program for half the amount full MAHA members would receive.
- Probationary members can only participate in the Grow-The-Game Grant and Rental/Goalie Equipment Grant.
- MAHA Probationary members will be invited to all MAHA Player Development Camps and activities.

### **COACHING CREDENTIAL/SCREENING:**

All Montana coaches participating on the bench during a game **MUST HAVE** the appropriate level coaching credential for the age division he/she is coaching and be listed on the official USA Hockey team roster. All volunteer parents participating during any on-ice team function **MUST HAVE** appropriate level coaching credential for the age division he/she is coaching/assisting. Associations will be fined \$15.00 per coach, per game for any coaches participating in game play that do not have the appropriate credentials after December 31 of the calendar year. All USA Hockey registered/rostered coach/manager personnel and additional persons selected by associations must be Background screened and SafeSport Certified. All Team Membership Applications submitted to Montana Registrar must contain only coaches and team managers that have been screened and verified from the updated list on the MAHA website for screened applicants.

### **PARENT EDUCATION:**

All Montana associations will hold mandatory Parent Education Seminars. Each association will set their own curriculum and monitor parent participation. Parents must attend a parent education seminar at least every two years.

## **6U/8U PROGRAMS:**

All associations in Montana must incorporate (if numbers allow) into their local program the American Development Module for 8U and 6U age groups. MAHA strongly encourages skill development for all players. This is particularly critical at the 8U and 6U level so that players are provided with the foundation to enjoy and have success in the game.

1. 8U are generally organized into levels based on age, skill and number of players. As a guideline, 8U should be divided into two levels: 6U - the younger, beginner and less skilled players; and 8 & Under - the older, experienced, more skilled players.

2. The focus for 8U and 6U is to teach and develop the basic skills of skating, puck handling, shooting and passing. Cross-ice, half-ice and small area games are the standard of play to maximize ice utilization, increase puck touches and increase the competition and fun. The American Development Model (ADM) provides blueprints for player development.

3. At the 6U level – all games shall be played cross or half ice.

4. At the 8U level – the standard playing surface for all games is cross- or half-ice.

5. Local hockey associations are in the best position to design programs so their players can develop and have fun. This should be based on the principles of the ADM, the number of players in their program, the skill of their players, the availability of ice and their coaching staff.

6. Jamborees may be conducted and are recommended at the 8U and 6U level. A jamboree is defined as a low-key full participation event where players have an enjoyable and learning experience in a non-competitive environment. The format for a Jamboree shall be as follows: a. Approval to conduct a Jamboree must be obtained from the MAHA TSL Commissioner at least thirty (30) days in advance. b. Information referring to the event must state “Jamboree”, not tournament. c. Team fees can cover only costs for ice time, officials, medical attendants and participant awards. d. There can be no gate fee. e. No score may be kept, no winners, no losers, no standings. This will generally require a predetermined round-robin format to be followed. f. No statistics may be kept, such as shots, saves, goals, assists, time of possession, etc. g. The use of Blue Pucks is required. h. Participation awards, if given, shall be the same for all participants. No team awards or trophies.

7. 8U and 6U tournaments shall be played cross ice or half ice. As per USA Hockey Rules and Regulations, all tournaments held in the state of Montana must be sanctioned through the State Registrar.

8. At the 8U level – the standard playing surface for all games is cross- or half-ice. Recognizing that associations may want to deviate from the standard, after December 31st up to six full-ice games are allowed with the Treasure State League Commissioners approval. Any 8U full ice tournaments wishing to be held in Montana must get approval from the MAHA HPPD Committee and must be properly sanctioned. The Treasure State League Commissioner and MAHA HPPD Committee's decisions are final..

## **TEAM, PLAYER AND COACH REGISTRATION REQUIREMENTS**

USA Hockey and MAHA require all coaches, players and teams to be properly registered before any games are played including tournament games, exhibition games with out of town teams and Treasure State League games. Teams, coaches and associations who violate these mandates are subject to suspensions, fines and removal from all MAHA and USA Hockey sanctioned activities.

### **Players**

**ALL players** must have submitted the following documents to the local association Registrar or team manager prior to any game or on ice practice:

1. USA Hockey current player registration bar coded form
2. Completed Consent to treat form

3. Completed Player's code of conduct form
4. Certified Birth certificate for new players

### **Coaches**

**ALL Coaches** must have submitted the following documents to the local association Registrar or team manager prior to any personal contact with any under age (under 18) players including in the locker room, on-ice practices, off-ice practices or games:

1. Current Coaching information, a printout from the USA Hockey online certification list
2. Current USA Hockey bar coded Registration form
3. Completed USA Hockey Coaches' code of conduct form
4. Completed consent to treat form
5. Completed the MAHA Screening Process
6. SafeSport certification

### **Team Managers**

**All Team Managers** must submit to the Local Registrar the following for all teams before they participate in any games:

List of all players on the team and what level they are playing at

1. A USA Hockey bar coded registration, player's code of conduct, consent to treat form, coach's code of conduct form and proof of screening for every player and coach for each individual team respectively
2. A copy of USA Hockey registration, code of conduct and consent to treat form should be kept in each team's binder for all players and coaches as well as a copy of each coach's coaching card.
3. Completed the MAHA Screening Process
4. SafeSport certification

**Team manager will forward a list of locker room monitors to their respective Safe Sport coordinator and Board, they will also keep this list with their team paperwork.**

### **Local Registrars**

**All Local Registrars** will use the USA Hockey **Portal** to enter all the data required for players, coaches and team managers and send that data to the Montana State Registrar. When the properly stamped rosters are received back from the Montana State Registrar, the local registrar will make sure each team manager has a copy of these approved roster which must be in the Team Binder and available for inspection for each and every game whether it is a league, exhibition or tournament game.

### **Local Tournament Directors**

**All Local Tournament Directors** are required to inspect and verify every team roster prior to letting that team play any games in that local tournament, once they have received an official sanction from the Montana State Registrar for their local tournament. (See USA Hockey Rule X E. 8)

### **Local Associations and Boards of Directors**

**All local Associations and Boards of Directors** must assign someone in their organization to make sure all players, coaches and teams are properly rostered prior to any games being played whether exhibition, tournament, or League games. If the designated person in the organization is the Local Registrar, then the Board needs to assure that the Registrar is properly trained and has the authority to prevent any player, coach or team from participating in any game or on-ice practice.

All Local Associations must assign someone in the organization to make sure every coach has the proper level of coaching education for the kids they are coaching and have been properly screened prior to having any contact with under age players. That person in the organization charged with this responsibility (maybe the Coaching Director) should have access to coaching cards and the State screening data as well as the authority to prevent coaches from having contact with underage players prior to a verification of proper



screening. (See USA Hockey Policy D. Screening and MAHA Sexual and Physical Abuse Screening Policy)

**In addition, all Local Associations will have a list of locker room monitors for all their teams. Their Safe Sport Coordinator will also have this list, which is sent then to the MAHA Safesport Director. The Director will certify that persons on the locker room monitor list are background checked, SafeSport certified and permitted to be in the locker rooms. See the locker room policy information on page 10/11 of this guide for more information.**

**Proposed penalties for registration violations:**

- -1<sup>st</sup> Offense: Association fined \$500
- -2<sup>nd</sup> Offense: Disciplinary Committee decides
- - Registrar needs to attend meeting/class, failure to do so, \$500 fine & probation

The following are the official youth ice hockey player and team classifications of USA Hockey.

**YOUTH:**

1. High School/JV
2. 16U \*if applicable
3. Thirteen and fourteen (14U)
4. Eleven and twelve (12U)
5. Nine and ten (10U)
6. Seven and eight (8U)
7. Six and under (6U)

**GIRLS:**

- Nineteen (19) or under (19U)
- Thirteen and fourteen (14U)

**DUES FOR PLAYERS/TEAMS**

- USA Hockey - \$40.00 per player.
- MAHA - \$13.00 per player youth. (8U no MAHA fee)
- MAHA - \$5.00 per player adult.

**TOURNAMENT SANCTIONS:**

As per USA Hockey Rules and Regulations, all tournaments held in the state of Montana must be sanctioned through the State Registrar.

- **Definition of a Tournament:**  
Ice hockey competition, other than normally scheduled league or exhibition games, where three or more legally registered teams compete within a specified time frame for the purpose of declaring a champion. This shall include gatherings consisting of three or more teams, except Association Exchanges (limited to 2 associations), even though there are no winners declared. Contact your local association registrar for sanction forms and fees.

**VOLUNTEER EXPENSES & REIMBURSEMENT:**

Montana Amateur Hockey Association does not pay compensation to any employees. Montana Amateur Hockey Association volunteers who are not otherwise reimbursed from either local associations or through USA Hockey programs and committees, shall be reimbursed for expenses of travel incurred to attend meetings as necessary for the promotion of hockey in the state of Montana at various events as authorized by the provisions of this Annual Guide, the Bylaws and the approval of the Board of Directors. All requests for reimbursement shall be submitted with an expense reimbursement form (as set out in the appendix) together with copies of receipts or other verification of the expense. Expenses shall be directed to the treasurer for Montana Amateur Hockey Association and are subject to final approval by the President of MAHA if

necessary. Reimbursement shall be allowed for actual expenses incurred for hotel, airline and taxi, bus fare, etc. Meals are reimbursed at \$25.00 per day, broken down as Breakfast - \$5.00, Lunch – \$6.00 and dinner \$14.00 and receipts are not necessary. Mileage shall be allowed for volunteers using their own vehicle for traveling to and from these events at 50% of the current IRS business allowable for miles traveled. Miles are calculated from city to city by Map-Quest, not door to door.

Reimbursement under this paragraph does not apply to volunteers who are not affiliated with or representing MAHA and who assist MAHA or the Treasure State League in other capacities, for example, evaluators or other personnel appearing or attending for player development camps or for referees and coaches representing MAHA at state tournaments or with respect to select teams and player development programs.

# Treasure State League

The Montana Amateur Hockey Association sponsors the Treasure State League made up of, High School/JV, 16U, 14U, 12U, 10U, 14U Girls, and 19U Girls teams. Montana associations wanting to host state tournaments must bid on the MAHA Treasure State League Tournaments. Bids are compiled by the MAHA Tournament Director and approved by the MAHA Board. Team tournament entry fees are based on association estimates of expenses incurred to facilitate the tournament.

Teams must play through the Treasure State League and be in good standing with MAHA to participate in a MAHA Treasure State League Tournament. Teams from outside of Montana may participate in any age division. Teams must submit a \$400.00 league bond at the Annual MAHA Treasure State League Ice Scheduling Meeting (\$600.00 for non-Montana teams).

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN. PLEASE NOTE, ONE CHECK MAY BE WRITTEN FROM EACH ASSOCIATION.**

## TIER II TEAM COMMITMENTS

Associations may commit any Tier II team or teams by filling out a team commitment form and forwarding to the Treasure State League Commissioner. MAHA will not recognize any Tier II team for league play or national championships, unless such Tier II team makes a written commitment from the team coach, that such team will participate in post-season district tournaments and the USA Hockey national tournament. This commitment is irrevocable and appropriate sanctions will be placed upon the team and the local association for any non-compliance with respect to participation in these post-season tournaments. In the event there are more than three Tier II teams that commit to the post-season tournament requirements as set forth above, MAHA will, through the Treasure State League, establish a league and an appropriate schedule leading up to a state tournament. In the event there are three or fewer teams in any age division that submit the required commitments for post-season tournaments as set forth above, then the League Commissioner of MAHA will establish a time, date and location for an appropriate playoff to determine which team will advance. All costs for this playoff event must be apportioned among those teams competing in the tournament. The final decision of the League Commissioner as to the location, time and venue will be final and non-appealable. In the event a league is established to determine an appropriate Tier II champion, the various age division rules as hereinafter set forth will apply for all league play in the Tier II age division as well.

**\*MAHA STATE BOARD AND TSL COMMISSIONERS, ON A YEARLY BASIS WILL DETERMINE LEAGUE AND TOURNAMENT FORMATS DUE TO THE EVER CHANGING LANDSCAPE AND NUMBERS OF MONTANA AFFLIATE PARTICIPATION\***

## HIGH SCHOOL VARSITY TEAM

### GAME LENGTH REQUIREMENTS

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
HighSchool	5	17	1	17	10	17	2

#### Game Play:

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. Ice to be groomed a minimum of every 2nd period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League Age Division Commissioner within 48 hours. The Treasure State League Age Division Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

**Referee:** Three or four man referee system.

**Coaching Credentials:** Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 **of the current season**. Any coach that is not properly certified will result in the association being fined \$15.00 per coach per game after December 31 and that coach being suspended from further Treasure State League game play. Coaching waivers may be granted to Level 3 coaches who could not attend a Level 4 coaching clinic, and will be coaching a 16U or 18U team at a district tournament. Approval for waiver must be granted by MAHA Coach In Chief.

**League Play:** In the event there are more than eight High School teams rostered in any given year, the Treasure State League Commissions will make every effort to divide the state into two divisions, one for the East and one for the West. Teams will be placed within the division based upon their geographic locations with every effort made to minimize the expense of travel and the cost associated with such travel. All MAHA and USA Hockey rules for tournament play, seeding and tournament formats will be applied as appropriate under the tournament administration and playing rules.

**Scheduling:** Treasure State League Schedule will consist of approximately 20 games (2 home and 2 away games) and MAHA Treasure State League Tournament (number of games to be determined by number of teams participating in each division). MAHA will use USA hockey policy of: 4 hours from finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days. MAHA games are allowed during association/invitational tournaments if both teams agree. Scheduling will be done at the MAHA Ice Scheduling meeting.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

**Rescheduling:**

**ALL TEAMS** have until November 1 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Age Commissioners will then be notified of game change. After November 1, the schedule will be set unless approved by Age Division Commissioner.

**Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League. Forfeiting team's association will be fined \$500.00 payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

**Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

**Score Sheets:**

The Hard Copy (paper copy) is the official record of the game. Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly. Coaches are required to show their coaching education card before the start of each game. If a coach does not have his card, it shall be noted on the game score sheet. Game sheets will be tracked by League Commissioners and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) **MUST HAVE PROPER CREDENTIALS** for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e. September 2013)
6. Division
7. Start and finish times
8. Game number

Record of the game should be sent by any expedient means to the league commissioner (i.e. email, smart phone, etc.) Each association is required to **ELECTRONICALLY** send game score sheets to the Division Commissioner immediately after games are played. Original score sheets will be mailed to commissioner on the Monday after games are played. The "home" game team is responsible for turning game score sheet in to association

**Rostering:**

Each coach should have in his possession:

1. A copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play.
3. MAHA encourages and promotes the advancement of youth hockey players by allowing players to compete (subject to USA Hockey rules) on both Treasure State League teams and Junior teams. This player movement shall be allowed only through December 31 of each year. After December 31, any youth player participating in the Treasure State League, who dresses out for, sits on the bench, or otherwise participates in any way in a Junior game shall be disallowed from participating in any Treasure State League games (including tournaments) from that point forward. MAHA recognizes that the integrity of its local youth hockey programs and teams is important and institutes this policy to ensure consistency in league play and to avoid stacking players by local youth associations and also to avoid the drafting of local youth players into junior programs late in the season.

4. Any Treasure State League games, in which an ineligible player under these rules should participate after December 31, shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and remaining eligible players from participating in post season Treasure State League tournaments.
5. All league team rosters are final as of December 31, Changes or additions are allowed only at the commissioner discretion and with a written request.
6. Players must play at least 50% of league games to be eligible to play in a League tournament.
7. Only teams participating in the Treasure State League or predetermined play-off games and registered/rostered through the Montana Amateur Hockey Association may advance to the Northern Plains District Tournaments.
8. Varsity and Junior Varsity High School teams must roster as high school house/rec. Midget teams are not allowed to participate in the High School league.

**Player Waiver:**

Any player may request a waiver to the Treasure State League (Age Division Commissioner) in the event he or she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

**Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

**League Bond:**

Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will not be allowed to participate in the Treasure State League High School-Varsity division. The \$400.00 League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

**HIGH SCHOOL JUNIOR VARSITY/16U if applicable**

**GAME LENGTH REQUIREMENTS**

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
JV & 16U	5	17	1	17	10	17	2

**League Format:**

The Junior Varsity League is intended to be a developmental age classification. The goal is to develop those players who may be unable to participate at the Varsity level in the Treasure State High School league, whether due to age or skill level. The Junior Varsity league will provide a format for associations to schedule games for these players in a non-competitive format. The Treasure State League will schedule a year- end state championship for Junior Varsity teams. In addition, an association may not enter a Junior Varsity team in the Treasure State league unless it has also entered a Varsity team in the High School league. If an association has insufficient numbers or skilled players to support a Varsity High School team, the association may petition the League Commissioner for a waiver to allow a Junior Varsity Team to compete (without a Varsity High School team) and the decision of the League Commissioner with respect to allowing or disallowing such a Junior Varsity team shall be final.

**Game Play:**

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. Ice to be groomed a minimum of every 2nd period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League Age Division Commissioner within 48 hours. The Treasure State League Age Division Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

**Referee:** Three or four-man referee system.

**Coaching Credentials:** Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 **of the current season**. Any coach that is not properly certified will result in the association being fined \$15.00 per coach per game after December 31 and that coach being suspended from further Treasure State League game play. Coaching waivers may be granted to Level 3 coaches who could not attend a Level 4 coaching clinic, and will be coaching a 16U or 18U team at a district tournament. Approval for waiver must be granted by MAHA Coach In Chief.

**Tag Up Rule:**

The USA Hockey Tag Up Offsides rule WILL BE used.

**Tournament:**

Treasure State League will schedule a year-end state championship for High School Junior Varsity.

**Scheduling:**

Treasure State League Schedule will consist of approximately 20 games (2 home and 2 away games) (number of games to be determined by number of teams participating in each division). MAHA will use USA hockey policy of: 4 hours from finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days. No MAHA games allowed during association/invitational tournaments. Scheduling will be done at the MAHA Ice Scheduling meeting.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

**Rescheduling:** ALL TEAMS have until November 1 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Age Commissioners will then be notified of game change. After November 1, the schedule will be set unless approved by Age Division Commissioner.

**Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from

associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

**Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

**Score Sheets:**

The hard copy (paper copy) is the official record of the game. Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly. Coaches are required to show their coaching education card before the start of each game. If a coach does not have his card, it shall be noted on the game score sheet. Game sheets will be tracked by League Commissioners and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2011)
6. Division
7. Start and finish times
8. Game number

Record of the game should be sent by a expedient means to the league commissioner (i.e. E-mail, smart phone etc). This allows pointstreak and standings to be updated quickly. Each association is required to mail their game score sheets to the MAHA Treasure State League Age Division Commissioner within one week after game was played. The "home" game team is responsible for turning game score sheet in to association.

**Rostering:** Each coach should have in his possession:

1. A copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play. MAHA encourages and promotes the advancement of youth hockey players by allowing players to compete (subject to USA Hockey rules) on both Treasure State League teams and Junior teams. This player movement shall be allowed only through December 31 of each year. After December 31, any youth player participating in the Treasure State League, who dresses out for, sits on the bench, or otherwise participates in any way in a Junior game shall be disallowed from participating in any Treasure State League games (including tournaments) from that point forward. MAHA recognizes that the integrity of its local youth hockey programs and teams is important and institutes this policy to ensure consistency in league play and to avoid stacking players by local youth associations and also to avoid the drafting of local youth players into junior programs late in the season.
3. Any Treasure State League games, in which an ineligible player under these rules should participate after December 31, shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and remaining eligible players from participating in post season Treasure State League tournaments.
4. All league team rosters are final as of December 31, Changes or additions are allowed only at the commissioner discretion and with a written request.
5. Junior Varsity High school teams must roster as high school house/rec.

**Spectator Fees:** Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.



**League Bond:** Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will be assessed an additional \$200.00. It will be the decision of the Division Commissioners to allow or deny any team, including teams that are not rostered/registered with the Montana Amateur Hockey Association to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

## 14U

### GAME LENGTH REQUIREMENTS

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
14U	5	16	1	16	10	16	2

### League Format:

The MAHA 14U Leagues will consist of one league with all teams playing each other at least once during the season if at all possible. The season will be 16 games. There will be no A/B classification or distinction during regular season play. At the end of the regular season, the League Commissioners will determine a particular team's participation in a year-end state tournament based upon how that team performed and placed in the league as a result of their regular season play. The top ½ of these teams will advance to the "A" state championship. The bottom ½ of these teams, based upon their regular season play, will advance to the "B" state championship. In the event there is an unequal number of teams, the unequal team will play in the A division. If however there are less than eight teams participating in the league, there will be one tournament venue for all teams at the end of the year with an A state tournament and a B state tournament where a state A champion and state B champion will be determined at that tournament location. If there are less than six teams in the league, there will only be one tournament venue where there will be one state A championship with no B division. The tournament formats set out in this Annual Guide shall be applied based upon the number of teams and the decision of the League Commissioner.

### Game Play:

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. Ice to be groomed a minimum of every 2nd period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League Age Division Commissioner within 48 hours. The Treasure State League Age Division Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

**Referee:** Three man referee system.

**Coaching Credentials:** Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 of the current

## **season.**

**Scheduling:** Treasure State League Schedule will consist of approximately 16-20 games (2 home and 2 away games) and MAHA Treasure State League Tournament (number of games to be determined by number of teams participating in each division). MAHA will use USA hockey policy of: 4 hours from finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days. MAHA games are allowed during association/invitational tournaments if both teams agree. Scheduling will be done at the MAHA Ice Scheduling meeting.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

### **Rescheduling:**

ALL TEAMS have until November 1 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Age Commissioners will then be notified of game change. After November 1, the schedule will be set unless approved by Age Division Commissioner.

### **Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League and MAHA State Tournament. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

### **League Tie:**

For seeding purposes, league ties will be determined by the same rules as the tournament rules.

### **Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

### **Score Sheets:**

The hard copy (paper copy) is the official record of the game. Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly. Coaches are required to show their coaching education card before the start of each game. If a coach does not have his card, it shall be noted on the game score sheet. Game sheets will be tracked by League Commissioners and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2013)
6. Division
7. Start and finish times
8. Game number

Record of the game should be sent by any expedient means to the league commissioner (i.e. E-mail, smart phone etc). This allows pointstreak and standings to be updated quickly. Each association is required to mail their game score sheets to the MAHA Treasure State League Age Division Commissioner within one week

after game was played. The "home" game team is responsible for turning game score sheet in to association

### **Rostering:**

Each coach should have in his possession:

1. A copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play. MAHA encourages and promotes the advancement of youth hockey players by allowing players to compete (subject to USA Hockey rules) on both Treasure State League teams and Junior teams. This player movement shall be allowed only through December 31 of each year. After December 31, any youth player participating in the Treasure State League, who dresses out for, sits on the bench, or otherwise participates in any way in a Junior game shall be disallowed from participating in any Treasure State League games (including tournaments) from that point forward. MAHA recognizes that the integrity of its local youth hockey programs and teams is important and institutes this policy to ensure consistency in league play and to avoid stacking players by local youth associations and also to avoid the drafting of local youth players into junior programs late in the season.
3. Any Treasure State League games in which an ineligible player under these rules should participate after December 31, shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and remaining eligible players from participating in post season Treasure State League tournaments.
4. All league team rosters are final as of December 31, Changes or additions are allowed only at the commissioner discretion and with a written request.
5. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own league.
6. Players must play at least 75% of league games to be eligible to play in a League tournament. Only teams participating in the Treasure State League or predetermined play-off games and registered/rostered through the Montana Amateur Hockey Association may advance to the Northern Plains District Tournaments.

### **Player Waiver:**

Any player may request a waiver to the Treasure State League (Age Division Commissioner) in the event he or she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

### **Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

### **League Bond:**

Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will be assessed an additional \$200.00. It will be the decision of the Division Commissioners to allow or deny any team, including teams that are not rostered/registered with the Montana Amateur Hockey Association to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

**GAME LENGTH REQUIREMENTS (with and without ice making):**

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	PERIOD BREAK	3 PERIOD	HOURS
12U	5	15	1	15	5	15	1.25

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
12U	5	15	1	15	10	15	1.5

**League Format:** The MAHA 12U League will consist of one league with all teams playing each other at least once during the season if at all possible. There will be no A/B classification or distinction during regular season play. At the end of the regular season, the League Commissioners will determine a particular team's participation in a year-end state tournament based upon how that team performed and placed in the league as a result of their regular season play. The top ½ of these teams will advance to the "A" state championship. The bottom ½ of these teams, based upon their regular season play, will advance to the "B" state championship. In the event there is an unequal number of teams, the unequal team will play in the A division. If however there are less than eight teams participating in the league, there will be one tournament venue for all teams at the end of the year with an A state tournament and a B state tournament where a state A champion and state B champion will be determined at that tournament location. If there are less than six teams in the league, there will only be one tournament venue where there will be one state A championship with no B division. The tournament formats set out in this Annual Guide shall be applied based upon the number of teams and the decision of the League Commissioner.

**Game Play:**

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. Ice to be groomed a minimum of every 2nd period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League Age Division Commissioner within 48 hours. The Treasure State League Age Division Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

**Referee:**

Two man referee system with the option to use a three man system.

**Coaching Credentials:**

Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 of the current season.

**Scheduling:**

Treasure State League Schedule will consist of approximately 16-20 games (2 home and 2 away games) and MAHA Treasure State League Tournament (number of games to be determined by number of teams participating in each division). MAHA will follow the policy of: 2 hours from finish of MAHA League game, until start of next MAHA League game on same day and 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days for 10U and 12U. Scheduling will be done at the MAHA Ice Scheduling meeting.

## **ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM AT THE ICE SCHEDULING MEETING.**

### **Rescheduling:**

ALL TEAMS have until November 1 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Age Commissioners will then be notified of game change. After November 1, the schedule will be set unless approved by Age Division Commissioner.

### **Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League and MAHA State Tournament. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

### **League Tie:**

For seeding purposes, league ties will be determined by the same rules as the tournament rules.

### **Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

### **Score Sheets:**

Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly. Coaches are required to show their coaching education card before the start of each game. If a coach does not have his card, it shall be noted on the game score sheet. Game sheets will be tracked by League Commissioners and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2011)
6. Division
7. Start and finish times
8. Game number

Each association is required to ELECTRONICALLY send game score sheets to the Division Commissioner immediately after games are played. Original score sheets will be mailed to commissioner on the Monday after games are played. The "home" game team is responsible for turning game score sheet in to association

### **Rostering:**

Each coach should have in his possession:

1. A copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play. MAHA encourages and promotes the advancement of youth hockey players by allowing players to compete (subject to USA Hockey rules) on both Treasure State League teams and Junior teams. This player movement shall be allowed only through December 31 of each year. After December 31, any youth player participating in the Treasure State League, who dresses out for, sits on the bench, or otherwise participates in any way in a Junior game shall be disallowed from participating in any Treasure State League games (including tournaments) from that point forward. MAHA recognizes that the integrity of

its local youth hockey programs and teams is important and institutes this policy to ensure consistency in league play and to avoid stacking players by local youth associations and also to avoid the drafting of local youth players into junior programs late in the season.

3. Any Treasure State League games in which an ineligible player under these rules should participate after December 31 shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and remaining eligible players from participating in post season Treasure State League tournaments.
4. All league team rosters are final as of December 31, Changes or additions are allowed only at the commissioner discretion and with a written request.
5. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own age Division.
6. Players must play at least 75% of league games to be eligible to play in a League tournament. Only teams participating in the Treasure State League or predetermined play-off games and registered/rostered through the Montana Amateur Hockey Association may advance to the Northern Plains District Tournaments.

**Player Waiver:**

Any player may request a waiver to the Treasure State League (Age Division Commissioner) in the event he or she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

**Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

**League Bond:**

Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will be assessed an additional \$200.00. It will be the decision of the Division Commissioners to allow or deny any team, including teams that are not rostered/registered with the Montana Amateur Hockey Association to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

**10U**

**GAME LENGTH REQUIREMENTS (with and without ice making):**

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	PERIOD BREAK	3 PERIOD	HOURS
10U	5	15	1	15	5	15	1.25

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
10U	5	15	1	15	10	15	1.5

**League Format:** The MAHA 10U League will consist of one league with all teams playing each other at least once during the season if at all possible. There will be no A/B classification or distinction during regular season play. At the end of the regular season, the League Commissioners will determine a particular team's participation in a year-end state tournament based upon how that team performed and placed in the league as a result of their regular season play. The top ½ of these teams will advance to the "A" state championship. The bottom ½ of these teams, based upon their regular season play, will advance to the "B" state

championship. In the event there is an unequal number of teams, the unequal team will play in the A division. If however there are less than eight teams participating in the league, there will be one tournament venue for all teams at the end of the year with an A state tournament and a B state tournament where a state A champion and state B champion will be determined at that tournament location. If there are less than six teams in the league, there will only be one tournament venue where there will be one state A championship with no B division. The tournament formats set out in this Annual Guide shall be applied based upon the number of teams and the decision of the League Commissioner.

#### **Game Play:**

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. Ice to be groomed a minimum of every 2nd period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League Age Division Commissioner within 48 hours. The Treasure State League Age Division Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

#### **Referee:**

Two man referee system with the option to use a three man system.

**Coaching Credentials:** Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 of the current season.

**Scheduling:** Treasure State League Schedule will consist of approximately 20 games (2 home and 2 away games) and MAHA Treasure State League Tournament (number of games to be determined by number of teams participating in each division). MAHA games are allowed during association/invitational tournaments if both teams agree. Scheduling will be done at the MAHA Ice Scheduling meeting.

MAHA will use the policy of: 2 hours from finish of MAHA League game, until start of next MAHA League game on same day and 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days for 10U and 12U. Scheduling will be done at the MAHA Ice Scheduling meeting.

#### **ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING.**

#### **Rescheduling:**

ALL TEAMS have until November 1 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Age Commissioners will then be notified of game change. After November 1, the schedule will be set unless approved by Age Division Commissioner.

#### **Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League and MAHA State Tournament. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA

Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

**League Tie:**

For seeding purposes, league ties will be determined by the same rules as the tournament rules.

**Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

**Score Sheets:**

Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly. Coaches are required to show their coaching education card before the start of each game. If a coach does not have his card, it shall be noted on the game score sheet. Game sheets will be tracked by League Commissioners and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2011)
6. Division
7. Start and finish times
8. Game number

Each association is required to ELECTRONICALLY send game score sheets to the Division Commissioner immediately after games are played. Original score sheets will be mailed to commissioner on the Monday after games are played. The "home" game team is responsible for turning game score sheet in to association

**Rostering:**

Each coach should have in his possession:

1. A copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play. MAHA encourages and promotes the advancement of youth hockey players by allowing players to compete (subject to USA Hockey rules) on both Treasure State League teams and Junior teams. This player movement shall be allowed only through December 31 of each year. After December 31, any youth player participating in the Treasure State League, who dresses out for, sits on the bench, or otherwise participates in any way in a Junior game shall be disallowed from participating in any Treasure State League games (including tournaments) from that point forward. MAHA recognizes that the integrity of its local youth hockey programs and teams is important and institutes this policy to ensure consistency in league play and to avoid stacking players by local youth associations and also to avoid the drafting of local youth players into junior programs late in the season.
3. Any Treasure State League games in which an ineligible player under these rules should participate after December 31 shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and remaining eligible players from participating in post season Treasure State League tournaments.
4. All league team rosters are final as of December 31, Changes or additions are allowed only at the commissioner discretion and with a written request.
5. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own age Division.
6. Players must play at least 75% of league games to be eligible to play in a League tournament. Only



teams participating in the Treasure State League or predetermined play-off games and registered/rostered through the Montana Amateur Hockey Association may advance to the Northern Plains District Tournaments.

**Player Waiver:**

Any player may request a waiver to the Treasure State League (Age Division Commissioner) in the event he or she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

**Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

**League Bond:**

Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will be assessed an additional \$200.00. It will be the decision of the Division Commissioners to allow or deny any team, including teams that are not rostered/registered with the Montana Amateur Hockey Association to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

**ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM TO THE MAHA TREASURER AT THE ICE SCHEDULING MEETING. TEAMS NOT SUBMITTING APPROPRIATE COMMITMENT FORM AND/OR BOND WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES UNTIL THIS IS TURNED IN.**

**14U GIRLS DIVISION**

*The goals of the MAHA 14U Girls Division are to encourage growth of Girls' hockey, foster camaraderie between girls and teams in the Treasure State League, and to cultivate a love of the game.*

**GAME LENGTH REQUIREMENTS (with and without ice making):**

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	PERIOD BREAK	3 PERIOD	HOURS
14U Girls	5	16	1	16	5	16	1.25
DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
14U Girls	5	16	1	16	15	16	1.5

**League Format:** The MAHA 14U Girls League will consist of one league with all teams playing each other at least once during the season if at all possible. The tournament formats set out in this Annual Guide shall be applied based upon the number of teams and the decision of the League Commissioner.

**Scheduling:**

Treasure State League schedule will consist of 8 games plus MAHA Treasure State League Tournament!

Minimum rest time: 2 hours from Finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from Finish of MAHA League Game until next start on consecutive days for 14U Girls games.

## **ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM AT THE ICE SCHEDULING MEETING.**

### **Rescheduling:**

ALL TEAMS have until November 15 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. Commissioner will then be notified of game change. After November 15, the schedule will be set unless approved by Girls Commissioner.

### **Forfeits:**

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League and MAHA State Tournament. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League game play. Teams will also forfeit their league bond. Written appeals will be directed to the Age Group Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

### **League Tie:**

For seeding purposes, league ties will be determined by the same rules as the tournament rules.

### **Ice Fees:**

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

### **Game Play:**

1. Any time there is a 7 goal differential the clock will be set to run-time (clock will be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop-time.
2. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.
3. **Girls (both 14U and 19U) play with the Delayed Offsides (Touch-up) rule.**
4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Ice-make after second period is at the discretion of the host association and will be waived with both coaches consent.
6. Rulings made by referees on the ice are final. 14U Girls Commissioner or other game or association officials may not overrule referee decisions.
7. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League 14U Girls Commissioner within 48 hours. The Treasure State League 14U Girls Commissioner rulings may be appealed to the Montana Amateur Hockey Association Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
8. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

### **Referee:**

Two man referee system with three man system for State Championship and Runner-Up games.

### **Coaching Credentials:**

Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 of the current season.

### **Score Sheets:**

Game score sheets are not considered valid unless the following items are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly.

Game sheets will be tracked by 14U Girls Commissioner and coaches without credentials will be reported to MAHA Coach In Chief. All persons on the bench (limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out appropriately.

1. Signed by both coaches.
2. Signed by referee
3. Signed by scorekeeper
4. Signed by timekeeper
5. Dated with the correct date. (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2011)
6. Division
7. Start and finish times
8. Game number

Each association is required to ELECTRONICALLY send game score sheets to the Division Commissioner immediately after games are played. Original score sheets will be mailed to commissioner on the Monday after games are played. The "home" game team is responsible for turning game score sheet in to association

### **Rostering:**

1. Each coach should have in his possession a copy of the official USA Hockey Team Roster electronically stamped by State Registrar.
2. Players that are not on the official USA Hockey Roster are not allowed to play.
3. A player may be rostered on multiple Division teams for Treasure State League play but must meet the game requirements on each team in order to qualify for State in each Division.
4. All league team rosters are final as of December 31. Changes or additions are allowed only at the commissioner discretion and with a written request.
5. A new player may play down one year in her first season only and this is the only team she is rostered on. (i.e. birth year 2000 girl may play 14U in the 2015-2016 season), Team Manager shall submit her proof of age and eligibility to the Commissioner prior to requesting her name on the team roster for approval.

Any TSL games in which an ineligible player under these rules should participate after December 31 shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and eligible players from participating in post season TSL tournaments.

Players must play in at least 6 League games (75% of the team's 8-game minimum) to be eligible to play in a League Tournament. Only teams participating in the TSL or predetermined play-off games and registered/rostered through MAHA may advance to the Northern Plains District Tournaments.

### **Player Waiver:**

Any player may request a waiver to the Treasure State League (Age Division Commissioner) in the event he or she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

### **Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team that a fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

### **League Bond:**

Each association shall submit a \$400.00 League Bond for each team that is playing in the treasure State League. Teams that are not registered/rostered with the Montana Amateur Hockey Association will be assessed an additional \$200.00. It will be the decision of the Division Commissioners to allow or deny any team, including teams that are not rostered/registered with the Montana Amateur Hockey Association to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond, and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

## 19U GIRLS DIVISION

*The goals of the MAHA 19U Girls League are to encourage growth of Girls' hockey, foster camaraderie between girls and teams in the Treasure State League (TSL), and to cultivate a love of the game.*

### GAME LENGTH REQUIREMENTS

DIVISION	WARM UP	1 PERIOD	PERIOD BREAK	2 PERIOD	ICE MAKE	3 PERIOD	HOURS
19U Girls	5	17	1	17	15	17	1.5

### League Format:

The MAHA 19U Girls League will consist of one league with all teams playing each other at least once during the season if at all possible. An East / West league is possible if enough teams participate. The tournament formats set out in this Annual Guide shall be applied based upon the number of teams and the decision of the League Commissioner.

### Scheduling:

Treasure State League schedule will consist of 8 league games plus MAHA TSL State Tournament.

Minimum rest time: 4 hours from Finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from Finish of MAHA League Game until next start on consecutive days for 19U Girls games. To facilitate travel and scheduling, a 3 hr / 10 hr format can be approved with mutual consent of both coaches 48 hours in advance.

### ALL TEAMS MUST SUBMIT LEAGUE BOND AND TEAM COMMITMENT FORM AT THE ICE SCHEDULING MEETING.

### Rescheduling:

ALL TEAMS have until November 15 to make changes to the schedule. These changes will be made by the coach or manager of both teams involved. 19U Girls Commissioner will then be notified of game change. After November 15, the schedule will be set unless approved by 19U Girls Commissioner.

### Forfeits:

Unless otherwise specified, forfeit of a game for any reason will disqualify the team from the MAHA Treasure State League and MAHA State Tournament. Forfeiting team's association will be fined \$500.00, payable within 30 days. If fine is not paid within 30 days, the association will be in bad standing with MAHA and USA Hockey. All teams from associations in bad standing with MAHA will be excluded from any further Treasure State League play. Teams will also forfeit their league bond. Written appeals will be directed to the 19U Girls Commissioner with the final decision being that of the Treasure State League Commissioner within 10 days of forfeited game. Games will be counted as a win to the non-forfeiting team.

### League Tie:

For seeding purposes, league ties will be determined by the same rules as the tournament rules.

### Ice Fees:

The home team is responsible for Ice Fees and Referees fees unless other arrangements are decided in advance.

### Game Play:

1. Anytime there is a 7 goal differential, the clock will be set to run-time (clock may be stopped to remove injured player from ice). If the differential becomes less than 7, the clock will be reset to stop time.
2. Ice to be groomed a minimum of every after 2<sup>nd</sup> period.
3. The host ice is required to fulfill the league game length requirements or they must forfeit the game and will be fined a minimum of \$250.00.

4. USA Hockey rules apply as minimums. Penalties given may not be less than those specified by USA Hockey.
5. Rulings made by referees on the ice are final. Age group directors or other game or association officials may not overrule referee decisions.
6. Protests must be lodged with appropriate local officials within 24 hours of their respective incidents and reported in writing to the Treasure State League 19U Girls Commissioner within 48 hours. The Treasure State League 19U Girls Commissioner rulings may be appealed to the MAHA Board of Directors. In such cases, decisions of the Board will be final and may not be further appealed. Rule interpretations of game officials are not proper matters for protest.
7. **Penalty Box Attendants** will be the responsibility of the Home AND Visiting team. This includes all sanctioned festivals, games and tournaments. Examples: Missoula vs Miles City; Missoula will cover their penalty box, Miles City will cover their penalty box

**Referee:**

Two man referee system with three man system for State Tournament games.

**Coaching Credentials:**

Coaches must follow USA Hockey Coaching Certification guidelines and will obtain the appropriate coaching credential for the age team they are coaching before December 31 **of the current season.**

**Score Sheets:**

Game score sheets are not considered valid unless the following teams are completed on the sheet. The SCOREKEEPER is ultimately responsible for making sure game sheets are filled out properly and is last to sign the game sheet. Both coaches should verify that the game sheet has been filled out properly.

Game sheets will be tracked by 19U Girls Commissioner and coaches without credentials will be reported to MAHA Coach in Chief. All persons on the bench (Limit 4) MUST HAVE PROPER CREDENTIALS for that team. All associations will be using USA Hockey game score sheets and must be filled out properly:

1. Signed by both coaches;
2. Signed by referee;
3. Signed by scorekeeper;
4. Signed by timekeeper;
5. Dated with the correct date (PLEASE SPELL OUT THE MONTH TO AVOID CONFUSION i.e.: September 1, 2015);
6. Division;
7. Start and finish times;
8. Game number; and,
9. Each association is required to mail their game score sheets to the MAHA Treasure State League 19U Girls Commissioner within one week after game is played. The "home" game team is responsible for turning game score sheet into association.

**Rostering:**

1. Each coach should have in his/her possession:
  - a. Copy of the official USA Hockey Team Roster signed by State Registrar.
2. Players not on the official USA Hockey Roster are not allowed to play.
3. A player may be rostered on multiple Division teams for Treasure State League play but must meet the game requirements on each team in order to qualify for State in each Division.
4. All league team rosters are final as of December 31. Changes or additions are allowed only at the commissioner discretion and with a written request.

Any TSL games in which an ineligible player under these rules should participate after December 31 shall be deemed forfeited for purposes of determining the team standings and win/loss record for that year. A game forfeited under these circumstances shall not prevent the team and eligible players from participating in post season TSL tournaments.

Players must play in at least 4 League games (75% of the team's 8-game minimum) to be eligible to play in a League Tournament. Only teams participating in the TSL or predetermined play-off games and registered/rostered through MAHA may advance to the Northern Plains District Tournaments.

**Player Waiver:**

Any player may request a waiver to the Treasure State League 19U Girls Commissioner in the event she fails to meet the minimum number of league games to be eligible for post season play in league tournaments. Such waiver shall be granted only upon showing of undue hardship, sickness, or medical condition, any of which must actually have caused the player to miss the games in question. The final decision as to eligibility shall rest with the League Commissioner after appropriate investigation of the facts and circumstances.

**Spectator Fees:**

Each association has the right to charge a nominal admission fee to MAHA games. It would be appropriate to notify the incoming team an admission fee will be assessed. Assessing an admission fee for the players or coaches is not allowed.

**League Bond:**

Each association shall submit a \$400.00 League Bond for each team playing in the Treasure State League. Teams not registered/rostered with MAHA will be assessed an additional \$200.00. It will be the decision of the MAHA Treasure State League 19U Girls Commissioner to allow or deny any team, including teams not registered/rostered with MAHA to participate in the Treasure State League. The \$400.00 (or \$600.00 for out of state teams) League bond and a MAHA Treasure State League Commitment form is required to attend the MAHA Treasure State League Ice Scheduling Meeting. The bond will be used as a deposit towards the MAHA State Tournament.

**Parent Education:**

Parent Education course is mandatory for all parents of players in the Treasure State League. Associations will set their own curriculum and monitor compliance.

**AGE DIVISION COMMISSIONERS DUTIES**

1. Work with the associations (MAHA Representative) to ensure teams are selected and committed in a timely manner.
2. After associations have committed teams to the Treasure State League, before deadline, work with the Treasure State League Commissioner to formulate game pairings.
3. Attend Pre-Ice Scheduling meeting the Friday before the MAHA Treasure State League Ice Scheduling Meeting.
  - Overview of team placement
  - Discussion of scheduling issues
  - Prepare game pairing sheets to be passed out at the ice scheduling meeting
4. Attend Ice Scheduling meeting and oversee scheduling of games in division.
5. Mediate any problems/issues that arise in division. Make sure the games are played according to schedule, any rescheduling is done properly, and any missed games are made-up in a timely manner. Consult TSL Commissioner for direction in these areas if necessary.
6. Gather and compile game score sheets and publish schedule and standings on the MAHA website and/or Pointstreak system. Check game score sheets for accuracy.
7. Prepare final league standings and submit to MAHA Tournament Director for tournament seeding.
8. Confirm eligibility of all teams participating in the TSL division tournaments.
  - Coaches must have current USAH Certification and age modules for division coaching, current SafeSport and MAHA Background checks
  - Teams must have in their possession: Certified Roster, Code of Conducts
  - Compile rosters, league standings, and any waivers in a binder to be available for review upon request by any coach or manager
9. Attend your division tournament as the Tournament Director/-MAHA-Representative or provide a designated person to do so.
10. Participate in league management meetings as required.

# Tournaments

## MAHA TREASURE STATE LEAGUE TOURNAMENT BIDDING PROCESS

### 1. Bidding Process

- a) MAHA Tournament Application Forms must be completed and submitted to the MAHA Tournament Director Prior to deadline.

### 2. Selection Process

- a) The Tournament Director will review all applications. Only completed applications will be considered.
- b) If more than one Association qualifies to host the same tournament the following will be used to eliminate one or more associations:
  - I. Is the Association in good standing with MAHA? (all fees paid)
  - II. Did the Association host a MAHA tournament last season?
  - III. Did the Association host \*this age division tournament last season?  
\*Refers to the birth year(s) and not necessarily the age division

### 3. Awarding Process

- a) At the annual scheduling meeting the Tournament Director will present a summary report of all bids received and a recommendation on awarding the tournaments.
- b) If, after the above selection process is used, there is still more than one Association qualifying to host a tournament, the applications will be reviewed by the MAHA Board of Directors. Some things to be considered at this point would be the hours that the rink is available, team entry fees, and/or spectator entry fees. (Physical location is NOT a factor! All Associations are members and should have the opportunity to host a State Tournament).

The MAHA Board will make a motion to approve the final selection of all Tournaments.

### The Hosting Association is responsible for:

- A. Completing, paying and submitting a Tournament Sanction Application and tournament rules to **State Registrar**. A copy of the approved sanction application needs to be mailed to the MAHA Tournament Director.
- B. Sending a Completed Tournament Bracket and Tournament Budget to the MAHA Tournament Director. This Budget is ONLY for income and expenses related directly to the tournament, team entry fees, MAHA reimbursements, expenses for ice time, referees, awards, etc. These brackets and budgets will be included with next year's Tournament Application Forms to help Associations with their bidding process.

## TOURNAMENT ADMINISTRATION/PLAYING INFORMATION

### SANCTION:

All MAHA Treasure State League Tournaments must be USA Hockey Sanctioned. Associations must request a sanction form from their local registrar and submit a completed form with sanction fee back to local registrar. Local association registrar will then forward sanction form to MAHA Registrar

### TEAM FEES:

Each team must mail a team entry check to the host association 14 days prior to the tournament date. Host Tournament Director will notify teams where to mail check. Any bond that has been posted by an appropriate team who is participating in the tournament will be applied to their tournament entry fee and the Host Associations will be reimbursed by MAHA for that portion of the fee. Host Associations are responsible for mailing completed reimbursement form to the MAHA Treasurer for team league bond reimbursement (include all teams participating). Bond Payments will not be sent until the form is received.

### SPECTATOR FEES:

Host associations may charge a spectator fee for games played during a state tournament. Hosts may only charge the fee listed on the bid accepted by the MAHA Board.

### **TEAM CREDENTIALS:**

All MAHA State Tournament Directors are required to check team credentials prior to team play. Teams must have in their possession: USA Hockey Consent to Treat form, USA Hockey Certified Player Roster form (stamped by Montana State Registrar). For those teams proceeding on to a district or national championship, there may be additional credential requirements for those tournaments, set out in the USA Hockey Annual Guide.

### **TOURNAMENT DIRECTOR:**

MAHA Age Division Commissioners are required to participate at their age division state tournaments as Tournament Director and MAHA Representative. They may designate an individual from the host association or a MAHA official to act as Tournament Director.

### **TOURNAMENT GAME SCHEDULING:**

All games must be scheduled to accommodate the MAHA Game rules: 4 hours from finish of MAHA League game, until start of next MAHA League game on same day or 12 hours from finish of MAHA League game until start of next MAHA League game on consecutive days for **12U** and above. All MAHA State Tournament Schedules must be approved by the MAHA Age Division Commissioner and MAHA Tournament Director prior to start of the tournament. It is highly recommended that the first games scheduled for any tournament, the closest teams (including home team) to the tournament location play first, no matter if it is A or B divisions.

### **STATE TOURNAMENTS, EXCESSIVE HOST TEAM DISPLAYS:**

Associations hosting Treasure State League State tournaments shall make every effort to ensure that all teams participating have equal opportunity to promotions displays and activities involving the introduction of teams, players and other pre-game displays. Excessive behavior and promotional activity by a host association that by design creates the perception of an unequal playing field or otherwise intimidates an opposing team shall not be allowed unless the other team has an equal opportunity to participate in such activity. Nothing in this shall prevent such behavior at non Treasure State League events.

### **AWARDS:**

MAHA will provide these awards to the host association: Banner for 1st Place Team, Plaques for 2nd and 3rd place teams. All other awards are determined by the host bid accepted by the MAHA Board.

### **TOURNAMENT SHIRTS:**

All host associations may provide t-shirts/sweatshirts for purchase during the tournaments. The MAHA logo should be incorporated into the t-shirt design. The MAHA logo can be found on the Montana Amateur Hockey Association website. The logo may be altered slightly to enhance the t-shirt design. All rights to this design are otherwise reserved.

### **PROGRAMS:**

Each Host Association must provide a tournament program that includes: Game Schedules, Team Names, and Tournament Rules.

### **REFEREES:**

#### **Fees and Travel Stipends - High School, JV, 16U, 14U and Bantam**

16U/14U – 3 man - \$55 referee & \$40 each linesman.

19U Girls – 3 man - \$55 referee & \$40 each linesman

14U Girls – 2 man – local officials rate will be used

High School/JV - 4 man- \$75 each referee & \$50 each linesman.

Travel will be paid per mile round trip based on 50% of the current IRS allowable fee. All submissions would be paid upon review within 30 days.

~~Hotel rates will be reimbursed up to \$75 per night upon receipt.~~

A meal stipend will be issued for up to \$25 for a full day. This will be divided accordingly depending on time of arrival/departure. (Breakfast \$5, Lunch \$6, Dinner \$14).

#### **Fees and Travel Stipends - 12U and below**

Local rates will be used for officials fees – This rate should be stated in the bid proposal from the tournament



bidders.

Four-man referee system for High School and JV.

Three –man system used for 16U, 14U, Girls 19U

Two man referee system for 14U Girls, 10U and 12U with the option to use a three man system.

Dependent on tournament size and location and with the direction of the State Referee in Chief, associations are responsible for scheduling referees and must bring in a minimum of 3 outside referees for High School, 2 outside referees for 19U Girls, 16U and 14U Boys/Girls to referee ALL tournament games however, local linesmen is strongly encouraged. The host associations are responsible for paying ALL expenses for referees. All Referees are REQUIRED to hold a current USA Hockey Certification.

**Officials Eligible for State Tournaments** - All officials in the State of Montana would be eligible to officiate in a state tournament based on demonstrated and documented ability and dedication. Officials nominated for tournament selection must have been evaluated in written form at least twice (in the format of the tournament they are seeking selection) during the current season by the State Evaluators. Locale and placement of tournaments would not have a bearing on selection. **All officials from the host area will be eligible to apply for referee positions in the tournament.** All efforts will be made to ensure no more than one official chosen to serve as Referee will be selected from any one of the cities participating in the tournament. Local officials may supplement the traveling officials as linesman. No official may referee a team from their hometown. Every effort possible will be made to ensure no official refereed a game that may have a bearing on a home team placement in tournament standings. *Semi-final and championship games would be scheduled based on performance during the tournament. The quantity of officials brought in from out of town for a tournament will be determined based on availability of local, qualified referee and linesman as determined by the State Supervisor of officials based on the number of teams participating in the tournament, and the length of the tournament.*

#### 10U TOURNAMENT RULES:

1. Tournament will be played under USA Hockey rules unless otherwise specified.
2. Depending upon the number of teams participating, the tournament formats to be used for these events are set out in this Annual Guide. Host Associations must follow these formats as appropriate. For any seeding purposes or any other determinations as to the placement of teams, the Treasure State League Commissioner will make the final determinations.
3. No two teams will wear the same color jerseys in a game. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. Game times will consist of three 15-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. If the ice is groomed between the 2<sup>nd</sup> and 3<sup>rd</sup> period, there will be a 10-minute ice make between the 2<sup>nd</sup> & 3<sup>rd</sup> period. If the ice is NOT groomed, there will be a 5-minutes break between the 2<sup>nd</sup> & 3<sup>rd</sup> period. There will be a five-minute warm-up before each game. All games will begin with a groomed sheet of ice.
5. Games must run on time - please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. **For Minor Penalties** the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) penalties in a game shall have the head coach ejected for the next game. A match penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool:
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for
  - 5) Penalty minutes.
  - 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.
- 2) Five player shoot-out.
- 3) Sudden death shoot-out, (using players not used in the five man shoot.) Meaning if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The tournament rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and tournament rules committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
10. All Referees are REQUIRED to hold USA Hockey Certification. A two or three-man referee system may be used. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
11. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own age Division.
12. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
13. The 4/12 hour between games rule may be waived if necessary with prior approval from the state tournament director.

#### 12U TOURNAMENT RULES:

1. Tournament will be played under USA Hockey rules unless otherwise specified.
2. Depending upon the number of teams participating, the tournament formats to be used for these events are set out in this Annual Guide. Host Associations must follow these formats as appropriate. For any seeding purposes or any other determinations as to the placement of teams, the Treasure State League Commissioner will make the final determinations.
3. No two teams will wear the same color jerseys in a game. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. Game times will consist of three 15-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. If the ice is groomed between the 2<sup>nd</sup> and 3<sup>rd</sup> period, there will be a 10-minute ice make between the 2<sup>nd</sup> & 3<sup>rd</sup> period. If the ice is NOT groomed, there will be a 5-minutes break between the 2<sup>nd</sup> & 3<sup>rd</sup> period. There will be a five-minute warm-up before each game. All games will begin with a groomed sheet of ice.
5. Games must run on time, please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. For Minor Penalties the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) penalties in a game shall have the head coach ejected for the next game. A gross misconduct penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for
  - 5) Penalty minutes.
  - 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.
- 2) Five player shoot-out.
- 3) Sudden death shoot-out, (using players not used in the five-man shoot.) Meaning, if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The tournament rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and Tournament Rules Committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
10. All Referees are REQUIRED to hold USA Hockey Certification. A two or three-man referee system may be used. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
11. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own age Division.
12. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
13. If necessary, the four/twelve hour between games rule may be waived with permission from the state tournament director.

#### 14U & 19U GIRLS TOURNAMENT RULES:

1. Tournament will be played under USA Hockey rules unless otherwise specified.
2. Depending upon the number of teams participating, the tournament formats to be used for these events are set out in this Annual Guide. Host Associations must follow these formats as appropriate. For any seeding purposes or any other determinations as to the placement of teams, the Treasure State League Commissioner will make the final determinations.
3. No two teams will wear the same color jerseys in a game. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. **14U GIRLS:** Game times will consist of three 15-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. If the ice is groomed between the 2<sup>nd</sup> and 3<sup>rd</sup> period, there will be a 10-minute ice break. If the ice is NOT groomed, there will be a 5-minute break between the 2<sup>nd</sup> & 3<sup>rd</sup> period. There will be a five-minute warm-up before each game. All games will begin with a groomed sheet of ice.  
**19U GIRLS:** Game times will consist of three 17-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. There will be a 10-minute ice make between the 2<sup>nd</sup> & 3<sup>rd</sup> period. There will be a five-minute warm-up before each game. All games will begin with a groomed sheet of ice.
5. Games must run on time - please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. **For Minor Penalties** the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) penalties in a game shall have the head coach ejected for the next game. A match penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool:
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for

- 5) Penalty minutes.
- 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.
- 2) Five player shoot-out.
- 3) Sudden death shoot-out, (using players not used in the five man shoot.) Meaning if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The tournament rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and tournament rules committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
10. All Referees are REQUIRED to hold USA Hockey Certification. A two (14U Girls) or three-man (19U Girls) referee system is used. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
11. A player may be rostered only once in a Division for Treasure State League play. A skater may be rostered twice for Treasure State League play if he or she is rostered on teams in two divisions, and only if he or she skates up when not skating in his or her own age Division.
12. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
13. The 4/12 hour between games rule may be waived if necessary with prior approval from the state tournament director.

#### 14U, 16U TOURNAMENT RULES:

1. Tournament will be played under USA Hockey rules unless otherwise specified.
2. Depending upon the number of teams participating, the tournament formats to be used for these events are set out in this Annual Guide. Host Associations must follow these formats as appropriate. For any seeding purposes or any other determinations as to the placement of teams, the Treasure State League Commissioner will make the final determinations.
3. No two teams will wear the same color jerseys. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. Game times will consist of three 16-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. There will be a 10-minute ice make between the 2nd & 3rd period. (Games should begin with a groomed sheet of ice). There will be a five-minute warm-up before each game.
5. Games must run on time - please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. For Minor Penalties the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) or more penalties during one game shall have the head coach ejected for the next game. A match penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for

- 5) Penalty minutes.
- 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.
- 2) Five player shoot-out.
- 3) Sudden death shoot-out, (using players not used in the five man shoot.) Meaning, if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The tournament rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and Tournament Rules Committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
10. All Referees are REQUIRED to hold USA Hockey Certification. A three-man referee system is required for all games. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
11. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
12. If necessary, the four/twelve hour between games rule may be waived with permission from the state tournament director.

#### HIGH SCHOOL VARSITY/JV PLAYOFF RULES:

1. Games will be played under USA Hockey rules unless otherwise specified.
2. In the event an East West division is established by the Treasure State League, for purposes of High School Varsity league play, the #1 seeded team from the East Division and the #1 seeded team from the West Division, after league play, will automatically advance to the state tournament. The remaining teams in each division will participate in a High School divisional playoff tournament to determine the additional four teams that will advance to the state tournament. The top four teams in the High School divisional state tournament will advance to the state High School championship tournament. A total of 6 teams will then participate in the state championship tournament.
3. No two teams will wear the same color jerseys in a game. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. Game times will consist of three 18-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. There will be a 10-minute ice make between the 2nd & 3rd period. (Games should begin with a groomed sheet of ice). There will be a five-minute warm-up before each game.
5. Games must run on time - please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. For Minor Penalties the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) or more penalties during one game shall have the head coach ejected for the next game. A match penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool:
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for
  - 5) Penalty minutes.
  - 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.
  - 2) Five player shoot-out.
  - 3) Sudden death shoot-out, using players not used in the five man shoot. Meaning, if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
  9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and Tournament Rules Committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
  10. All Referees are REQUIRED to hold USA Hockey Certification. A four-man referee system is required. The referee must not be from an association that is playing in that game, unless unforeseen circumstances arise. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
  11. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
  12. The 4/12 hour between games rule may be waived if necessary, but must be approved by the state tournament director.

#### HIGH SCHOOL TOURNAMENT RULES:

1. Tournament will be played under USA Hockey rules unless otherwise specified.
2. In the event the High School season format involves eight teams or less, there will be one state championship tournament with all teams participating. In the event a divisional format is necessary due to the number of teams participating, then divisional play will be required and the state tournament will be limited to a maximum of six teams, determined under the High School Varsity play off rules.
3. No two teams will wear the same color jerseys in a game. Please bring alternate jerseys if available. If there is a conflict, jersey colors will be worked out by tournament officials.
4. Game times will consist of three 17-minute stop periods. There will be a 1 (one) minute break between the 1st & 2nd periods. There will be a 10-minute ice make between the 2nd & 3rd period. (Games should begin with a groomed sheet of ice). There will be a five-minute warm-up before each game.
5. Games must run on time - please refer to USA Hockey Rules 632 and 635. If at any time there is a 10-goal differential the clock will be set to run-time (clock may be stopped to remove an injured player from the ice). If the differential becomes less than 10, the clock will be reset to stop-time again.
6. For Minor Penalties the player shall be ruled off the ice for two minutes. If the clock is running time, the penalty will be three minutes. Any player who incurs five penalties in the same game shall be assessed a game misconduct. Any team receiving fifteen (15) or more penalties during one game shall have the head coach ejected for the next game. A match penalty will result in disqualification from the tournament for that individual.
7. Tie Breakers: During pool:
  - 1) Most points-2 for a win, 0 for a loss, 1 for a tie
  - 2) Head to head, if possible, in some age brackets this may not apply.
  - 3) Total Goals against
  - 4) Total Goals for
  - 5) Penalty minutes.
  - 6) Coin toss.

For overtime in elimination and championship games:

- 1) 2 five minute stop time golden goal (sudden death) periods. Teams will switch ends after the first overtime period. They will not switch at the end of regulation.

- 2) Five player shoot-out.
- 3) Sudden death shoot-out, using players not used in the five man shoot. Meaning, if one of the next two shooters scores, the game is over. Visiting team shoots first.
8. The tournament rules committee will handle all protests. Protests must be in writing and submitted within 15 minutes of completion of game. A \$25 fee will accompany all protests. If protest is upheld, fee will be returned. The MAHA Age Division Commissioner/Tournament Director shall establish the committee prior to tournament game play.
9. SPORTSMANSHIP: Fighting, Abusive Behavior, or unsportsmanlike conduct by players, team officials, or spectators will not be tolerated, either on or off the ice, and will be grounds for removal from the tournament. The USA Hockey Zero Tolerance policy is in effect. The Referees shall have the option of ending any game should they feel that the player or game officials are endangered. In such a case, the Tournament Director and Tournament Rules Committee will determine the outcome of the game. Any fans using profanity while watching games will be asked to leave.
10. All Referees are REQUIRED to hold USA Hockey Certification. A four-man referee system is required. The referee must not be from an association that is playing in that game, unless unforeseen circumstances arise. All team officials must be listed on the score sheet by name and telephone number. Team officials on the players bench must be at least 18 years old and hold the appropriate coaching card.
11. A credentials meeting to be scheduled by the Tournament Director is required BEFORE GAMES START- each team packet needs to include an **official** team roster (approved by State Registrar), and for each player: a copy of USA Hockey registration, code of conduct and consent to treat.
12. The 4/12 hour between games rule may be waived if necessary, but must be approved by the state tournament director.

#### 4 TEAM TOURNAMENT FORMATS

POOL PLAY	CHAMPIONSHIPS
1 vs 4	1st place vs 2nd place
2 vs 3	
1 vs 3	
2 vs 4	
1 vs 2	CONSOLATION
3 vs 4	3rd place vs 4th place

Pool play games may occur in any order with two exceptions, the 1st seeded team should play the 4th seeded team and 2nd seeded team should play the 3rd seeded team. These two games may be reversed in order but should be the first two games of the tournament.

Every team will get four games. As you can see, only eight game slots are required. This format could start Saturday morning and be done by Sunday at noon.

## 5 TEAM

### POOL PLAY

1 vs 5      2 vs 3  
3 vs 1      4 vs 5  
5 vs 3      1 vs 2  
2 vs 5      3 vs 4  
4 vs 2      4 vs 1

Championship  
1st place vs 2nd place

Consolation  
3rd place vs 4th place

These games may occur in any order as time and travel distance permits, with two exceptions: the 1st seeded teams first game should be against the 5th seeded team and the 2nd seeded teams first game should be against the 4th seeded team.

**No** team will be required to play back to back games. The above pool play listing does not show that, you will have to make these adjustments on your own according to your game slots and rink time. Remember the 4hr. /12hr. Rule.

## 6 TEAM

### Red Pool

1  
4  
6

### Blue Pool

2  
3  
5

### Cross-over Games

1st place Red vs. 2nd place Blue  
1st place Blue vs. 2nd place Red

### Championship

### Red Pool Games

1 vs 6  
1 vs 4  
4 vs 6

### Blue Pool Games

2 vs 5  
2 vs 3  
3 vs 5

### Winners of cross-over games

3rd Place  
Losers of cross-over games

### Consolation

3rd place Red vs 3rd place Blue

Pool games may be played in any order as time and travel distance permits, with two exceptions, the 1st seeded team should play the 6th seeded team as their first game and the 2nd seeded team should play the 5th seeded team as their first game.

**No** team will have to play back to back games. You will need to adjust your games slots accordingly to insure this does not happen.

Every team is provided with three games minimum according to MAHA rules, hence the third games as shown above.



## 7 TEAM

Red Pool	Blue Pool	Cross-over Games
1	2	1st place Red vs. 2nd place Blue
4	3	1st place Blue vs. 2nd place Red
7	5	
	6	
Red Pool Games	Blue Pool Games	Championship
1 vs 7	2 vs 6	Winners of cross-over games
7 vs 4	5 vs 3	3rd Place
4 vs 1	6 vs 5	Losers of cross-over games
	3 vs 2	
	2 vs 5	Consolation
	3 vs 6	4 <sup>th</sup> place blue vs 3 <sup>rd</sup> Place Red. (loser is 7 <sup>th</sup> place)
		Winner plays 3 <sup>rd</sup> Place Blue for 5 <sup>th</sup> & 6 <sup>th</sup> place

Pool games may be played in any order as time and travel distance permits, with two exceptions, the 1st seeded team should play the 7th seeded team as their first game and the 2nd seeded team should play the 6th seeded team as their first game. **No** team will have to play back to back games. You will need to adjust your games slots accordingly to insure this does not happen.

Every team is provided with three games minimum according to MAHA rules, hence the third games as shown above.

## 8 TEAM

Red Pool	Blue Pool	Cross-over Games
1	2	1st place Red vs. 2nd place Blue
4	3	1st place Blue vs. 2nd place Red
6	5	
8	7	
Red Pool Games	Blue Pool Games	Championship
1 vs. 8	2 vs. 7	Winners of cross-over games
3 vs. 6	4 vs. 5	Consolation
6 vs. 1	5 vs. 2	Losers of cross-over games
8 vs. 3	7 vs. 4	
1 vs. 3	2 vs. 4	
6 vs. 8	5 vs. 7	

Pool games may be played in any order as time and travel distance permits, with two exceptions. The first two games in each pool should occur as designated above with respect to opponents, they can, however occur in any order.

**No** team will have to play back to back games. You will need to adjust your games slots accordingly to insure this does not happen.

## 9 TEAM

Round 1:

<u>Red Pool</u>	<u>Blue Pool</u>	<u>White Pool</u>
Seeds 1, 6, 9	Seeds 2, 5, 8	Seeds 3, 4, 7
1 vs 9	2 vs 8	3 vs 7
6 vs 9	5 vs 8	4 vs 7
6 vs 1	5 vs 2	4 vs 3

Round 2:

<u>A Pool</u>	<u>B Pool</u>	<u>C Pool</u>
Seeds R1, B2, W3	Seeds B1, W2, R3	Seeds W1, R2, B3
R1 vs B2	B1 vs W2	W1 vs R2
3 vs B2	R3 vs W2	B3 vs R2
W3 vs R1	R3 vs B1	B3 vs W1

### Consolation

3<sup>rd</sup> in points in Pool Play vs 3<sup>rd</sup> in Points in Pool Play

### Championship

1<sup>st</sup> in points in Pool Play vs 2<sup>nd</sup> in Points in Pool Play

Pool games may be played in any order as time and travel distance permits, with two exceptions, the 1st seeded team should play the 9th seeded team as their first game and the 2nd seeded team should play the 8th seeded team as their first game. **No** team will have to play back to back games. You will need to adjust your games slots accordingly to insure this does not happen

## 10 TEAM

Red Pool	Blue Pool
1	2
4	3
6	5
8	7
10	9

Each team will play four preliminary games, against each team in their pool. This will require 20 game slots before the championship rounds. After Pool Play is completed, teams will be ranked one through five in each bracket. For the semi-finals, Red 1 will play Blue 2, and Blue 1 will play Red 2. Winners will play for the championship; losers will play for third place. This format will need 24 total game slots.

### Cross-over Games

1st place Red vs. 2nd place Blue  
1st place Blue vs. 2nd place Red

### Championship

Winners of cross-over games

### 3rd Place

Losers of cross-over games.

\*This many teams may require a tournament to start on a Wednesday or Thursday.

\*If there is a tie in regular season standings, use the state tournament pool tie breaker format.  
Pool games may be played in any order as time and travel distance permits, with two exceptions. The top seeded team should play #10 as their first game and #2 should play #9 as their first game. These two games can occur in any order.  
**No** team will have to play back to back games, so schedule accordingly.

# By Laws Montana Amateur Hockey Association, Inc.

## 1. CORPORATE OFFICES

1.1 **Business Office.** The principal office of the corporation shall be located at any place either within or outside the state of Montana as designated in the corporation's most current Annual Report filed with the Montana Secretary of State'. The corporation may have such other offices, either within or without the state of Montana as the board of directors may designate or as the business of the corporation may require from time to time. The corporation shall maintain at its principal office a copy of certain records, as specified in bylaw 7.3.

1.2 **Registered Office.** The registered office of the corporation shall be located within the state of Montana and may be, but need not be, identical with the principal office (if located within Montana). The address of the registered office may be changed from time to time by the board of directors.

### A. Membership

The membership of USA Hockey, Inc., ("USA Hockey") shall be composed of the following members (each a "Member"):

(1) *Registered Participant Member (Players and Coaches)* Any person who is a legal resident of the United States shall be eligible to become a "Registered Participant Member" of USA Hockey, upon compliance with all provisions of these Bylaws and the Applicable Rules. As used herein, "Applicable Rules" shall mean the rules and regulations, playing rules, core values and decisions of the Board of Directors of USA Hockey, and comparable bylaws, rules, documents and decisions of USA Hockey's applicable region, District, Affiliate Association or special jurisdictional ice hockey association.

(2) *Allied Membership.* Any person or organization interested in or involved in the conduct of hockey competition within the United States shall be eligible to become an "Allied Member" of USA Hockey, upon compliance with all provisions of these Bylaws and the Applicable Rules. The current Allied Membership is specified in paragraph C of Bylaw 6.

### B. Voting Rights

Registered Participant Members and certain Allied Members shall have certain voting rights in USA Hockey relating to the election of directors as provided in Bylaw 4; provided, however, that Registered Participant Members and Allied Members shall have no other voting rights in USA Hockey. Registered Participant Members voting rights for Directors shall be exercised by an authorized representative of their local association/member program. Proxy voting, if any, shall be described in writing and subject to the approval of the Executive Committee. All other registered Participant Member voting rights shall be governed by written Affiliate rules and regulations for a democratic election process subject to the approval of the Executive Committee.

### C. Application for Membership

Registered Participant Membership or Allied Membership in USA Hockey may be acquired by application at usahockey.com or via an official paper registration form. Such forms are available through the principal office of USA Hockey or the appropriate registrar in the District where the prospective Registered Participant Member or Allied Member is located. In applying for membership, each prospective Registered Participant Member or Allied Member shall represent that it will comply with and adhere to these Bylaws and the Applicable Rules; provided, however, that any amateur sports organization (as defined in the Amateur Sports Act) which conducts amateur athletic competition, participation in which is restricted to a specific class of amateur athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories) (each such competition being referred to as an "Exclusive Amateur Hockey Organization Competition"), shall have exclusive jurisdiction over such competition notwithstanding any USA Hockey Bylaw or Applicable Rule to the contrary, to the extent set forth under the Amateur Sports Act and the USOC Constitution.

### D. Registration Fees

An annual registration fee shall be established by the Board of Directors of USA Hockey (the "Board of

Directors” or the “Board”) for Registered Participant Membership or Allied Membership, and the amount of the fee shall be paid or forwarded by the applicant to the appropriate representative designated by USA Hockey along with the annual membership application.

#### **E. Dues**

In addition to the annual registration fee, certain Team Members or Allied Members may be required to pay dues to USA Hockey as established from time-to-time by the Board of Directors.

#### **F. Failure to Pay Dues**

Registered Participant Members or certain Teams or Allied Members failing to pay the established registration fee or dues at the time of registration or as assessed by the Board of Directors shall not be considered Members.

#### **G. Suspension or Forfeiture of Membership**

Members shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements of these Bylaws or the Applicable Rules, under procedures set forth in Article 10 of these Bylaws.

#### **H. Competition Among Members**

(1) In addition to complying with all other applicable provisions of these Bylaws and the Applicable Rules, in order to conduct a USA Hockey sanctioned event, all participants, including players, coaches, and on-ice officials, shall be registered Members of USA Hockey and an Affiliate Association of USA Hockey or a properly sanctioned Junior league.

(2) There shall be two (2) playing rule books used to cover USA Hockey sanctioned competition between ice hockey teams – one (1) rule book for junior and one (1) rule book for others. All Constituents must abide by the applicable USA Hockey playing rules book. The term “Constituent” as used herein includes all Registered Participant Members competing in the event, as well as the respective leagues in which those Participants are playing. No other playing rulebook will be allowed.

(3) Any ice hockey playing rules changes must be submitted to and approved by the Playing Rules Committee of USA Hockey; provided, however, that the District Referee-in-Chief may approve “local rule deviations” so long as such deviations do not materially or adversely affect the competition or create an unsafe playing condition.

(4) Notwithstanding anything to the contrary contained herein, no provision of this paragraph H shall be deemed to require any Member, when participating in an Exclusive Amateur Hockey Organization Competition, to abide by any rule or regulation that conflicts with any rules or regulations of such Exclusive Amateur Hockey Organization Competition, as and to the extent set forth under the Amateur Sports Act.

## **2. AUTHORIZATION AND COMMITMENTS**

#### **A. Amateur Sports Act**

USA Hockey has been designated as the “national governing body” for the sport of ice hockey by the United States Olympic Committee (“USOC”), pursuant to the Federal State Olympic and Amateur Sports Agreement, as amended (the “Amateur Sports Act”). As such, USA Hockey is obligated and committed to comply with all applicable provisions of the Amateur Sports Act, and has the power and authority specified therein.

#### **B. USOC Constitution**

The Constitution of the United States Olympic Committee (the “USOC Constitution”) also has several provisions applicable to national governing bodies, including grant of authority and continuing eligibility to act as a National Governing Body. USA Hockey is committed to comply with applicable provisions thereof.

##### *(1) Binding Arbitration*

USA Hockey agrees to submit to binding arbitration in any controversy involving (i) its recognition as a National Governing Body, as provided in Article VIII of the Constitution of the USOC, upon demand of the

USOC or (ii) the opportunity of any amateur athlete, coach, trainer, manager, administrator or official to participate in amateur athletic competition, as provided for in Article IX of the Constitution of the USOC, upon demand of the USOC or any aggrieved amateur athlete, coach, trainer, manager, administrator or official, conducted with the Commercial Rules of the American Arbitration Association, as modified in accordance with the Ted Stevens Olympic and Amateur Sports Act.

*(2) Equal Opportunity*

USA Hockey will provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin, and with fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official as provided in Bylaw 10 herein, before declaring such individual ineligible to participate.

(3) USA Hockey will be governed by a Board of Directors whose members are selected without regard to race, color, religion, age, national origin or sex.

## 2. MEMBERSHIP

### 2.1 Membership.

- (a) **Members.** Any active amateur ice hockey team located in the state of Montana, shall be eligible for full membership in the corporation and, upon compliance with all provisions of the bylaws and all rules and regulations of the corporation, shall be deemed a member in good standing and entitled to exercise all rights and privileges as that status may accord. Each member shall be entitled to select one representative who shall be entitled to vote on behalf of the member on all matters which come before the membership. For all purposes of the corporation, the representative of each member is the individual who is listed as the "Member Representative" on the membership application form. A member must immediately notify the corporation in writing of any change of Member Representative.
- (b) **Application and acceptance.** Membership in the corporation may be acquired by application; which must be accompanied by the prescribed fee. The board of directors reserves the right to refuse any membership application at its discretion. In acquiring membership, each new member shall express its willingness to comply with and adhere to the bylaws and rules and regulations of USA Hockey and the corporation. All members must be members in good standing with USA Hockey and, with the corporation.
- (c) **Suspension or forfeiture.** Membership shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements of the bylaws, rules and regulations, and decisions of the board of directors of the corporation. Subject to its affiliation with USA Hockey, the corporation shall have full and final jurisdiction over its members as well as over the sport of amateur ice hockey in the state of Montana.
- (d) **Membership fee.** An annual membership fee shall be established by the board of directors. Members' failing to pay the established membership fee within thirty days after it becomes due and payable shall be subject to suspension from the corporation. The continued failure to pay the required membership fee for a period of ninety days will result in automatic loss of membership standing.

**2.2 Annual Meeting.** The members shall have an annual meeting at a time and place set by the board of directors between May 1st and June 30th for the purpose of electing directors and for the transaction of other business as may come before the meeting. At the annual meeting, any major action(s) or policy(s) adopted by the board of directors or the officers of the corporation shall be reported to the members.

**2.3 Special Meetings.** The president or the board of directors may call a special meeting of members for any matter or matters described in the meeting notice. If eligible members make a written demand for a special meeting describing the matter or matters for which it is to be held, the president shall call one. For purposes

of this bylaw, eligible members mean those members with not less than 5 percent of the voting power of all of the members who are entitled to vote on any issue at the meeting.

**2.4 Member Meetings by Conference Telephone.** If the corporation has fifty or fewer members and the board of directors so authorizes, members of the corporation may participate in a member meeting by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can simultaneously hear each other during the meeting, and any member participating by such means is deemed to be present in person at the meeting. The chairperson of the meeting may establish reasonable rules as to conducting business at any meeting by telephone.

**2.5 Actions Without Meeting.** Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if, one or more consents in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof and are delivered to the corporation for inclusion in the minute book. A consent signed under this bylaw has the effect of a meeting vote and may be described as such in any document.

**2.6 Place of Meeting.** The board of directors may designate any place as the meeting place for any annual or special meeting of the members. The members may change the meeting place if all the members entitled to vote at the meeting agree by written consents to another location. The written consents may be in the form of waiver of notice or otherwise. The new location may be either within or outside the state of Montana. If the board of directors does not designate a meeting place, then the members shall meet at the principal office of the corporation.

#### **2.7 Notice of Meeting.**

- (a) **Required Notice.** At the direction of the president, the board of directors, or other persons calling the meeting, the secretary of the corporation shall deliver written notice of the meeting to each record member entitled to vote at the meeting. The secretary shall also deliver written notice of the meeting to any other member entitled by the Montana Nonprofit Corporation Act (the "Act") to receive notice of the meeting. The written notice shall state the place, date and time of any annual or special meeting, and if the meeting is to be held by conference telephone, the notice shall indicate instructions for participating in the telephone meeting. The secretary shall deliver the notice, either personally or by mail, not less than 15 days (or if notice is mailed by other than first class or registered mail, 30 days) nor more than 60 days, before the date of the meeting. Notice shall be deemed to be effective at the earlier of the following: (1) the date when the notice was deposited in the United States mail, if mailed postpaid and correctly addressed to the member at the member's address as it appears in the membership register of the corporation; (2) the date shown on the return receipt (if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee); (3) the date when received; or (4) the date 5 days after deposit in the United States mail, if mailed postpaid and correctly addressed to an address other than that shown in the membership register.
- (b) **Adjourned Meeting.** If the members adjourned any meeting to a different place, date or time, the secretary need not give notice of the new place, date and time, if the place, date and time are announced at the meeting before adjournment. If the board of directors fixes a new record date for the adjourned meeting, then the secretary must give notice, in accordance with the requirements of paragraph(a) of this bylaw, to those persons who are members as of the new record date.
- (c) **Waiver of Notice.** A member entitled to a notice may waive notice of the meeting (or any announcement required by the Act, articles of incorporation, or bylaws), by a writing signed by the member. The member must send the notice of waiver to the corporation (either before or after the date and time stated in the notice) for inclusion in the minutes or filing with the corporate records.

#### **A member's attendance at a meeting:**

- (1) waives the member's right to object to lack of notice or defective notice of the meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting.

(2) waives the member's right to object to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.

- (d) **Contents of Notice.** Unless otherwise required by the Act, articles of incorporation or this bylaw 2.7(d), the notice of an annual meeting. need not include a description of the matter or matters to be considered at the meeting. However, the notice of each special meeting shall include a description of the matter or matters for which the meeting is called.

Regardless of whether the notice is of an annual or special meeting, if a purpose of the meeting is for the members to consider:

- (1) a proposed amendment to the articles of incorporation (including any restated articles requiring member approval);
- (2) a proposed amendment to these bylaws;
- (3) a plan of merger;
- (4) the sale, lease, exchange or other disposition of all, or substantially all, of the corporation's property;
- (5) the dissolution of the corporation; or
- (6) the removal of a director,

then the notice must state this purpose and be accompanied, if applicable, by a copy or summary of the:

- (1) articles of amendment or restated articles;
- (2) amendment to the bylaws;
- (3) plan of merger;
- (4) transaction for disposition of all, or substantially all, of the corporation's property; and
- (5) plan of dissolution.

**2.8 Fixing of Record Date.** For the purpose of determining members entitled to notice of or to vote at any meeting of members or an adjournment thereof, or in order to make a determination of members for any other lawful purpose, the board of directors may fix in advance a date not less than 15 nor more than 70 days before the meeting or action requiring a determination of members occurs as the record date for the determination of members. If a record date is not fixed for determining members entitled to notice of a meeting, members at the close of business on the business day preceding the day on which notice is given, or if notice is waived, at the close of business on the business day preceding the day on which the meeting is held, are entitled to notice the meeting. If a record date is not fixed for determining members entitled to vote at a meeting, members on the date of the meeting who are otherwise eligible to vote are entitled to vote at the meeting. If a record date is not fixed for the purpose of determining the members entitled to exercise any rights in respect of any other lawful action, members at the close of business on the day on which the board adopts the resolution relating thereto, or the 60th day prior to the date of such other action, whichever is later, are entitled to exercise such rights. When a determination of members entitled to notice of or vote at a meeting of members has been made as provided in this bylaw, such determination shall be effective for any adjournment of the meeting unless the board of directors fixes a new date for determining the right to notice or the right to vote. The board of directors must fix a new date for determining the right to notice or the right to



vote if the meeting is adjourned to a date more than 70 days after the record date for determining members entitled to notice of the original meeting.

**2.9 Members' List.** The officer or agent having charge of the membership register of the corporation shall make a complete record of the members entitled to vote at each meeting of members thereof, arranged in alphabetical order, with the address of each member and the number of votes each member is entitled to vote at the meeting. The members' list must include a list of members, if any, who are entitled to vote at the meeting but are not entitled to notice of the meeting. The list must be available for inspection by any member, beginning two business days after notice of the meeting is given for which the list was prepared and continuing through the meeting. The list shall be available at the corporation's principal office or at a place identified in the meeting notice in the city where the meeting is to be held. A member or the member's agent or attorney is entitled on written demand to inspect and, subject to the requirements of bylaw 7.3, to copy the list during regular business hours and at the member's expense, during the period it is available for inspection.

**2.10 Member Quorum and Voting Requirements.** One-tenth of the votes entitled to be cast on the matter constitutes a quorum of the members for action on that matter; provided, however, that unless one-third or more of the voting power is present in person or by proxy, the only matters that may be voted upon at the annual meeting are those matters described in the meeting notice. If a quorum exists, action on a matter is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the Act or these bylaws require a greater number of affirmative votes.

**2.11 Proxies.** Except as otherwise provided in bylaw 2.14, a member may vote in person, or vote by proxy which is executed in writing by the member or which is executed by the member's duly authorized attorney-in-fact, officer or agent. All proxies shall be filed with the secretary of the corporation or other person authorized to tabulate votes before or at the time of the meeting. A proxy shall be valid for 11 months from the date of its execution, unless otherwise provided in the proxy; provided, however, that no proxy shall be valid for more than 3 years from the date of its execution.

**2.12 Voting Entitlement:** Each member entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of members.

**2.13 Corporation's Acceptance of Votes.**

- (a) If the name signed on a vote, consent, waiver, or proxy appointment corresponds to the name of a member, the corporation if acting in good faith is entitled to accept the vote, consent, waiver, or proxy appointment and give it effect as the act of the member.
- (b) If the name signed on a vote, consent, waiver, or proxy appointment does not correspond to the name of a member, the corporation if acting in good faith is nevertheless entitled to accept the vote, consent, waiver, or proxy appointment and give it effect as the act of the member if:
  - (1) The member is an entity and the name signed purports to be that of an officer or agent of the entity and, if the corporation requests, evidence acceptable to the corporation of the signatory's authority to sign for the member has been presented with respect to the vote, consent, waiver, or proxy appointment;
  - (2) The name signed purports to be that of an attorney-in-fact of the member and, if the corporation requests, evidence acceptable to the corporation of the signatory's authority to sign for the member has been presented with respect to the vote, consent, waiver, or proxy appointment.
- (c) The corporation is entitled to reject a vote, consent, waiver or proxy appointment if the secretary or other officer or agent authorized to tabulate votes, acting in good faith, has reasonable basis for doubt about the validity of the signature on it or about the signatory's authority to sign for the member.
- (d) The corporation and its officer or agent who accepts or rejects a vote, consent, waiver, or proxy appointment in good faith and in accordance with the standards of this bylaw are not liable in

damages to the member for the consequences of the acceptance or rejection.

- (e) Corporate action based on the acceptance or rejection of a vote, consent, waiver, or proxy appointment under this bylaw is valid unless a court of competent jurisdiction determines otherwise.

#### 2.14 Election of Directors.

- (a) **Local directors.** Members from each city in the state of Montana, which has one or more members, shall be represented by one director. Each such director shall be referred to as a "Local Director" and each such city shall be referred to as a "Local Association". Each director representing a Local Association will be elected by the members of that Local Association, for a term of two years, in a representative democratic election process, according to the election procedures set, forth in bylaw 2.15. In the event that a Local Director shall be unable, for any reason, to serve his or her full term, the Local-Association shall elect a Local Director to serve for the unexpired term of the Local Director being replaced and notify the board immediately of that replacement.
- (b) **Directors at large.** In addition, the members shall elect three directors at large. Each such director shall be referred to as a Director at-Large. The Directors at Large shall serve a term of three years, which term shall be staggered so that one-third of the Directors at Large shall be elected at each annual meeting. In the event that a Director at Large shall be unable, for any reason, to serve his or her full term, the other directors at the next meeting of the board of directors shall elect a Director at Large to serve for the unexpired term of the Director at Large being replaced.

#### 2.15 Local Director Election Procedures.

- (a) Each Local Association must hold a meeting prior to April 1 each odd-numbered calendar year, for the purpose of electing a Local Director for a two-year term. For the purpose of electing a Local Director, every member within the Local Association shall be entitled to one vote through its member Representative (see bylaw 2..1(a)); and no voting by proxy shall be allowed.
- (b) Each Local Association shall appoint an individual to be responsible for the election. of a Local Director (the "Election Official"). The following procedures must be used in the election of Local Directors:
  - a. The Election official must send written notice to the members of the Local Association of the biennial meeting not less than 15 days nor more than 30 days before the meeting.
  - b. Written nominations may be made at or any time within 30 days before the biennial meeting and verbal nominations may be made at the biennial meeting. The Election official shall utilize the written and verbal nominations to prepare a Local Association ballot in the form prescribed by bylaw 2.15(d). The Election Official is responsible for distributing a Local Director ballot to the Member Representative of each member in the Local Association by April 10.
  - c. Each ballot must be marked (voted), dated and signed by the Member Representatives and returned to the Election Official by April 23.
  - d. The election results must be tabulated and certified by the Election Official. The highest vote getter will become Director. The election results and the ballots must be forwarded to the secretary of the corporation by April 30.
- (c) Exceptions to the election procedures can only be granted by the board of directors.
- (d) The official ballot for the election of Local Director shall be in the form described on Exhibit A attached hereto and incorporated herein by reference.

### 3. BOARD OF DIRECTORS

**3.1 General Powers.** Except as otherwise provided in the Act, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of the board of directors.

**3.2 Number, Tenure, and Qualifications of Directors.** The number of directors of the corporation shall be the number fixed by bylaw 2.14, but in no event, shall the number of directors be less than three. Each director shall hold office until his or her term expires or until he or she resigns or is removed. However, if his or her term expires, he or she shall continue to serve until his or her successor has been elected and qualified or until there is a decrease in the number of directors. Neither a decrease in the number of directors nor the term of office shall shorten an incumbent director's term. Each director's term shall expire at the annual meeting of the board of directors in the final year of such director's term, upon completion of the election of directors by the members at such annual meeting. Directors must be individuals.

**3.3 Regular Meeting.** A regular meeting of the board of directors be held without other notice than this bylaw immediately after, and at the same place as, the annual meeting of members. The board of directors may provide, by resolution, the time and place (which may be within or outside the state of Montana) for the holding of additional regular meetings without other notice than such resolution.

**3.4 Special meetings.** Special meetings of the board of directors may be called by or at the request of the chairman of the board, the president or 20 percent of the directors then in office. The person or persons authorized to call special meetings of the board of directors may fix any place, either within or outside the state of Montana, as the place for holding the meeting.

**3.5 Director Meetings by Conference Telephone.** Members of the board of directors or any designated committee of the board may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment by which all directors participating in the meeting can simultaneously hear each other during the meeting. Any director participating in a meeting by conference telephone is deemed to be present in person at the meeting. The chairperson of the meeting may establish reasonable rules regarding conduct of the meeting by telephone.

**3.6 Actions Without Meeting.** Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if all the directors take the action, each director signs a written consent describing the action taken, and the consent is filed with the records of the corporation. An action taken by written consent is effective when the last director signs the consent, unless the consent specifies a different effective date. A signed consent has the effect of a meeting vote and may be described as such in any document.

#### 3.7 Notice of Meetings.

- a. **Notice.** Regular meetings do not require notice other than the notice provided by bylaw 3:3. The corporation's secretary shall give either oral or written notice of any special meeting at least two days before the meeting. The notice shall state the meeting place, date and time, but need not specify the matters or matters to be considered at the meeting. If any director meeting is to be held by conference telephone, the secretary must provide instructions for participating in the telephone meeting. If mailed, notice of any director meeting shall be deemed to be effective at the earlier of: (1) when received; (2) five days after deposited in the United States mail, addressed to the director's business office, with postage prepaid; or (3) the date shown on the return receipt (if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the director).
- b. **Waiver of Notice.** Any director may waive notice of any meeting. The waiver must be in writing, signed by the director entitled to the notice, and filed with the minutes or corporate records. A director's attendance at a meeting waives the director's right to object to lack of notice or defective notice of the meeting unless the director, promptly upon arrival at the meeting, objects to holding the meeting or transacting business at the meeting, and does not vote for or assent to action taken at the meeting.

**3.8 Quorum.** A majority of the number of directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the board of directors, but if less than such majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

**3.9 Manner of Acting.** Unless otherwise provided for by the Act or these bylaws, the act of the majority of the directors -present at a meeting at which a quorum is present (when the vote is taken) shall be the act of the board of directors: Each director shall have one vote. Directors shall not vote or sign directors' resolutions by proxy.

**3.10 Resignation of Directors.** A director may resign at any time by delivering written notice to the board of directors, the chairman of the board of directors, the president, or the secretary. If a director resigns effective at a specific later date, the pending vacancy may be filled in the manner prescribed by bylaw 2.14, provided that the successor does not take office until the vacancy occurs.

### **3.11 Removal of Directors.**

**Local Directors.** A Local Director may be removed only by the members of the Local Association which elected such director.

**Directors at Large.** A Director at Large may be removed by the members with or without cause. The notice of the meeting of members must state that the matter or one of the matters to be considered at the meeting is removal of a Director at Large.

### **3.12. Director Committees.**

- a. **Creation of Committees.** The board of directors may create one or more committees and appoint members of the board to serve on them. Each committee must have two or more board members, who serve at the pleasure of the board of directors.
- b. **Selection of Board Members.** To create a committee and appoint board members to it, the board of directors must acquire approval by the greatest of (1) a majority of all the directors in office when the action is taken or (2) the number of directors required by bylaw 3.9 to take action.
- c. **Required Procedures.** Bylaws 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, and 3.9, which govern meetings, action without meetings, notice, waiver of notice, quorum and voting requirements, and conduct of the board of directors, apply to committees and the members of committees. The committees are subject to all the procedural rules governing the operation of the board itself.
- d. **Authority.** Each committee may exercise the specific board authority (including appointment of officers) which the board of directors confers upon the committee in the resolution creating the committee. Provided, however, a committee may not:
  - 1) authorize distributions;
  - 2) approve or recommend to member's dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets;
  - 3) elect, appoint, or remove directors of fill vacancies on the board or on any of its committees; or
  - 4) adopt, amend, or repeal the articles of incorporation or bylaws.

**3.13 Compensation.** By authorization of the board of directors, the directors may be paid their expenses, if any, of attendance at each meeting of the board of directors, and may be reimbursed for expenses incurred on behalf of the corporation. No such payment shall preclude any director from serving the corporation in any other capacity and receiving compensation for services.

## 4. OFFICERS

**4.1 Required and Permissible Officers.** The officers of this corporation shall include a president, one or more vice presidents, a secretary and a treasurer. In the discretion of the board of directors it shall be permissible to elect a chairman of the board, assistant secretaries and assistant treasurers. No two or more offices may be held by the same person except the offices of secretary and treasurer. Such other officers and assistant officers and agents as may be deemed necessary may be elected or appointed by the board of directors.

**4.2 Election and Term of Office.** The officers of the corporation to be elected by the board of directors shall be elected for a two-year term by the board of directors at the annual meeting of the board of directors held each even-numbered calendar year; provided, however, that the first vice-president shall succeed the president in office after serving his or her two-year term as first vice-president. If the election of officers shall not be held at the annual meeting, such election shall be held as soon thereafter as is convenient. Each officer shall hold office until a successor has been duly elected and has qualified or until he or she resigns or is removed. The officers shall have such duties, in addition to those expressed herein, as the board of directors. shall specify from time to time.

**4.3. Resignation.** An officer may resign. at any time by delivering written notice to the board of directors. Unless the notice specifies a later effective date, a resignation is effective when the notice is effective. If a resignation is effective at a later date, the board may fill the pending vacancy provided that the successor does not take office until the effective date. An officer's resignation does not affect the corporation's contract rights, if any, with the officer.

**4.4 Removal of officers.** Any officer or agent may be removed by the board of directors at any time, with or without cause. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

**4.5 Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the board of directors for the unexpired portion of the term.

**4.6 President.** The president shall be the principal executive officer of the corporation and, subject to the control of the board of directors, shall in general supervise and control all of the business and affairs of the corporation. The president shall, when present, preside at all meetings of members. The president may sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed, and in general shall perform all duties incident to the office of president, and such other duties as may be prescribed by the board of directors from time to time.

**4.7 Chairman of the Board of Directors.** When there is a chairman of the board of directors present, the chairman shall preside at all meetings of the directors.

**4.8 Vice President.** In the absence of the president or in the event of the president's death, inability or refusal to act, the first vice-president (or if there is more than one vice president the vice-presidents in the order designated at the time of their election, or in the absence of. any designation, then in the order of their election) shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. Any vice president shall perform such other duties as from time to time may be assigned by the president or by the board of directors.

**4.9. Secretary.** The secretary shall:(a) keep the minutes of the board of directors' and members' meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of any seal of the corporation; (d) when requested or required, authenticate any records of the corporation; (e) keep a register of the post office address of each member which shall be furnished by such member; and (f) in general perform all duties incident to the office of secretary and. such other duties as from time to time may

be assigned by the president or by the board of directors.

**4.10 Treasurer.** The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories, and (b) in general, perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board of directors. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the board of directors shall determine. Any bond or surety required by the board of directors shall be provided at the expense of the corporation.

**4.11 Assistant Secretaries and Assistant Treasurers.** The assistant treasurers shall respectively, if required by the board of directors, give bonds for the faithful discharge of their duties in such sums and with such sureties as the board of directors shall determine. Any bond or surety required by the board of directors shall be provided at the expense of the corporation. The assistant secretaries and assistant treasurers, in general, shall perform such duties as shall be assigned to them by the secretary or the treasurer, respectively, or by the president or by the board of directors.

**4.12 Salaries.** The salaries, if any, of the officers shall be fixed from time to time by the board of directors and no officer shall be prevented from receiving a salary by reason of the fact that the officer is also a director of the corporation.

## **5. CONTRACTS, LOANS, CHECKS AND DEPOSITS**

**5.1 Contracts.** The board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authorization may be general or confined to specific instances.

**5.2 Loans.** No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the board of directors. Such authorization may be general or confined to specific instances.

**5.3 Checks, Drafts, etc.** All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by or under authority of a resolution of the board of directors.

**5.4 Deposits.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such bank or other depositories as the board of directors may select.

## **6. INDEMNIFICATION OF DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES**

### **6.1 Indemnification of Directors.**

(a) **Indemnification.** The corporation shall indemnify a director if a determination has been made in accordance with the procedures set forth in the Act that the director met the standard of conduct set forth in subsection (b) below, and payment has been authorized in accordance with the procedures set forth in the Act based on a conclusion that the expenses are reasonable, the corporation has the financial ability to make the payment, and the financial resources of the corporation should be devoted to this use rather than some other use by the corporation.

(b) **Standard of Conduct.** A director may be indemnified hereunder if he or she:

- 1) conducted himself or herself in good faith; and,
- 2) reasonably believed: in the case of conduct in his or her official capacity with the corporation, that his or her conduct was in its best interests; and in all other cases, that his or her conduct

was at least not opposed to its best interests; and

- 3) in the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful.

The corporation shall not indemnify a director (1) in connection with a proceeding by or in the right of the corporation in which the director was adjudged liable to the corporation; or (2) in connection with any other proceeding charging improper personal benefit to the director, whether or not involving action in his or her official capacity, in which he or she was adjudged liable on the basis that personal benefit was improperly received by him or her.

**6.2 Advance Expenses for Directors.** If a determination is made, following the procedures of the Act, that the director has met the following requirements; and if an authorization of payment is made, following the procedures and standards set forth in the Act, then the corporation shall pay for or reimburse the reasonable expenses incurred by a director who is a party to a proceeding in advance, of final disposition of the proceeding if:

- a. the director furnishes the corporation a written affirmation of his or her good faith belief that he or she has met the standard of conduct described in bylaw 6.1;
- b. the director furnishes the corporation on a written undertaking, executed personally or on his or her behalf, to repay the advance if it is ultimately determined that he or she did not meet the standard of conduct (which undertaking must be an unlimited general obligation of the director but need not be secured and may be accepted without reference to financial ability to make repayment); and
- c. a determination is made that the facts then known to those making the determination would not preclude indemnification under bylaw 6.1 or the provisions of the Act.

**6.3 Indemnification of Officers, Agents and Employees who Are Not Directors.** The corporation may indemnify and advance expenses to any officer, employee, or agent of the corporation, who is not a director of the corporation, to any extent, consistent with public policy, as determined by the general or, specific action of the board of directors.

**6.4 Mandatory Indemnification.** Notwithstanding any other provisions of these bylaws, the corporation shall indemnify a director who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the director was a party because he or she is or was a director of the corporation, against reasonable expenses incurred by the director in connection with the proceeding.

## 7. MISCELLANEOUS

**7.1 Corporate Seal.** The board of directors may provide a corporate seal which may be circular in form and have inscribed thereon any designation including the name of the corporation, the state of incorporation, and the words, "Corporate Seal".

**7.2 Amending Bylaws.** An amendment to these bylaws must be approved:

- a. by the board of directors, if the amendment does not relate to the number of directors, the composition of the board, the term of office of directors or the method or way in which directors are elected or selected; and
- b. by the members by two-thirds of the votes cast or a majority of the voting power, whichever is less.

**7.3 Books and Corporate Records.**

**Minutes and Accounting Records.** The corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place

of the board of directors on behalf of the corporation. The corporation shall maintain appropriate accounting records.

**Absolute Inspection Rights of Records Required at Principal Office.** If a member gives the corporation a written notice or a written demand at least five business days before the date on which the member wishes to inspect and copy, a member (or the member's agent or attorney) has the right to inspect and copy, during regular business hours any of the following records, all of which the corporation is required to keep at its principal office:

- (1) its articles or restated articles of incorporation and all amendments to them currently in effect;
- (2) its bylaws or restated bylaws and all amendments to them currently in effect;
- (3) resolutions adopted by its board of directors relating to the characteristics, qualifications rights, limitations and obligations of members or any class or category of members;
- (4) the minutes of meetings of members and records of all actions approved by the members for the past three years;
- (5) the financial statements required by the Act to be available to members for the past three years.
- (6) a list of the names and business or home addresses of its current directors and officers; and
- (7) Its most recent annual report delivered to the Secretary of State.

**Conditional Right of inspection.**

(1) A member (or the member's agent or attorney) may inspect and copy, during regular business hours, and at a reasonable location specified by the corporation, additional records (described below) if the member meets the following criteria:

- (i) the member must give the corporation a written notice at least five business days before the date on which the member wishes to inspect and copy;
- (ii) the member must describe with reasonable particularity in the notice the member's purpose and the records that the member desires to inspect; and
- (iii) the member must meet the corporation's approval (which shall not be unreasonably withheld) that the records are directly connected with the member's purpose.

(2) If the member meets the above criteria, the member may inspect and copy the following records of the corporation:

- (i) excerpts from minutes of all meetings of its members and board of directors, records of all actions taken by the members or board of directors without a meeting, and records of all actions of a committee of the board of directors' on behalf of the corporation, and minutes of any meeting of the members, to the extent not subject to inspection under paragraph (a) of this bylaw.
- (ii) accounting records of the corporation; and
- (iii) the membership list (compiled no earlier than the date of the members' demand), which is subject to the limitations on use provided by the board of directors and the Act.

**Copy Costs.** The right to copy records includes, if reasonable, the right to receive copies made by photocopying. The corporation may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member. The charge may not exceed the estimated cost of



production or reproduction of the records.

7.4 **Fiscal Year.** The fiscal year of the corporation, shall begin on July 1 and end on June30of each year.

7.5 **Investments.** The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the board of directors, without being restricted to the class of investments which a director is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United states internal Revenue Law).

7.6 **Exempt Activities.** Notwithstanding any other provision of these bylaws, no director, officer, employee, or representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by an organization, contributions to which are deductible under Section 170(c).(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

## 8. Conflict of Interest Policy

It is in the best interest of the MAHA, USA Hockey to be aware of and properly manage all conflicts of interest. This **Conflict of Interest Policy** is designed to help board members, staff and volunteers of the MAHA identify situations that present possible conflicts of interest and to provide the MAHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. **Conflicts of Interest Defined.** In this Policy, a person with a conflict of interest is referred to as an "Interested Person." For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:
  - a. A director, officer, staff or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the MAHA for goods or services.
  - b. A director, officer, staff or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the MAHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
  - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the MAHA.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the MAHA. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the MAHA are not compromised by the personal interests of stakeholders in the organization.

**Gifts, Gratuities and Entertainment.** Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the MAHA.

2. **Definitions.**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the MAHA or a major donor to the MAHA or anyone else who is in a position of control over the MAHA who has a personal interest that is in conflict with the interests of the MAHA.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the MAHA is not a Contract or Transaction.

3. **Procedures.**

Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

- a. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- b. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- c. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- d. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the MAHA has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- e. Interested Persons who are not members of the Board of Directors of the MAHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the MAHA participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose

confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of MAHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of MAHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Administration of Policy.** Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  - a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
  - b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers
6. **Acknowledgement of Conflict of Interest Policy.** The undersigned hereby acknowledges that he or she has read the MAHA Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

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

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

## 9. Whistle Blower Policy

This Whistleblower Policy of MAHA, USA Hockey: Encourages directors, MAHA members, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of MAHA. Specifically that MAHA will protect the person from retaliation.

A. Encouragement of reporting - MAHA encourages complaints, reports or inquires about illegal practices or serious violations of MAHA policies, including illegal or improper conduct by MAHA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which MAHA has existing compliant mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

B. Protection from Retaliation - MAHA prohibits retaliation by or on behalf of MAHA against directors, MAHA members, and/or volunteers for making good faith complaints, reports or inquires under this policy or for participating in a review or investigation under this policy. The protection extends to those whose allegations are made in good faith but prove to be mistaken. MAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquires or who otherwise abuse this policy. As far as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

C. Where to report - Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquires. They should be directed to the MAHA President immediately, if this person is implicated in the complaint, report or inquiry, it should be directed to either the MAHA Vice President or a MAHA Officer. MAHA will conduct a prompt, discreet, and objective review or investigation. Directors, MAHA members or volunteers must recognize the MAHA may be unable fully evaluate a vague or general compliant, report, or inquiry that is made anonymously.

**10. Record Retention Policy:**

MAHA, shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention Guidelines: The following holding periods shall be used for the maintenance of the documents listed below:

**Accounting Records**

Accounts payable	7 years
Accounts Receivable	7 years
Audit Report	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger & General Journals	Permanent
Loan Payment Schedules	7 years
Purchase Orders	7 years
Requisitions	3 years
Tax Returns and Working Papers	Permanent
Trial Balance (annual)	Permanent

**Bank Records**

Bank Reconciliations	3 years
Bank Statements	7 years
Cancelled Checks	7 years
Checks for Capital Purchases	Permanent
Electric Payment Records	7 years
Petty Cash vouchers	3 years

**Corporate Records**

Board Minutes	Permanent
Bylaws, Charter, Articles of Incorporation	Permanent
Licenses	Permanent
Contracts – major	Permanent
Legal and Tax Correspondence	Permanent
Contracts	Life + 4 years
Insurance policies, Accident Claims	Life + 4 years

**USA Hockey – Northern Plains District  
Amended and Restated Operating Rules**

**Adopted January 16, 2009**

The Northern Plains District is comprised of four USA Hockey affiliates, namely, Montana Amateur Hockey Association, North Dakota Amateur Hockey Association, Wyoming Amateur Hockey Association and South Dakota Amateur Hockey Association. The following Operating Rules are necessary to govern the conduct between the four affiliates and to establish rules and procedures that the four affiliates will abide by in promoting USA Hockey and Northern Plains District functions, duties and responsibilities.

1. **Board of Directors.** The Northern Plains District (NPD) shall be governed by a Board of Directors. The Board of Directors will consist of the elected USA Hockey NPD Directors, the USA Hockey NPD Registrar, the USA Hockey NPD Risk Manager, the USA Hockey NPD Referee in Chief, the USA Hockey NPD Coach in Chief, the Affiliate Presidents of North Dakota, Wyoming, South Dakota and Montana, the USA Hockey NPD Ace Coordinator, the USA Hockey NPD Girls/Women's Section Representative, the NPD Player Development Director, the USA Hockey NPD Disabled Hockey Representative, and the NPD Treasurer. An Affiliate President may designate someone to represent him or her at any meeting.
2. **Executive Committee.** The Executive Committee shall be comprised of the Affiliate Presidents and District Directors for the NPD. The Executive Committee is specifically authorized to act on all District matters unless at least three (3) of the Affiliate Presidents vote affirmatively to remove a particular action item to the full Board of Directors at a regular or special meeting. The presiding Affiliate President of the NPD or his or her designee shall prepare and keep minutes of all Executive Committee meetings to be circulated to each member of the Board of Directors.
3. **Executive Committee Chairman.** The Affiliate Presidents shall elect one of the Affiliate Presidents to serve as the Executive Committee Chairman and to act as a liaison between persons or entities needing to contact the District for District business, as an official representative of the District at various District functions, and as a coordinator among the Affiliate Presidents and other District personnel with respect to conflicting Affiliate issues. The Executive Committee Chairman shall be appointed by affirmative vote of not less than three (3) Affiliate Presidents and shall serve for a two (2) year term unless otherwise removed by a similar vote, or until he or she shall resign.
4. **Quorum and Voting.** The Affiliate Presidents will be the only voting members with one vote per state. With respect to votes on issues not specifically addressed in these Operating Rules, if there is a tie (2-2) in the vote, the District Directors attending the meeting shall each be given one vote on the issue. In the event there is a tie among the District Directors, the vote of the most senior District Director shall prevail and shall be counted as the tie breaker. In the event there are no District Directors in attendance at the meeting, the matter proposed for a vote ending in a tie will fail unless the particular action is tabled at the request of at least one (1) Affiliate President for a vote on the matter at a meeting at which a tie breaker can be accomplished. For purposes of conducting business at any meeting of the NPD, a quorum shall consist of at least three Affiliate Presidents or their respective designated representatives. Notwithstanding anything set forth above to the contrary, in the event any Affiliate President is also serving concurrently as a District Director, such Affiliate President shall not be given any votes as a District Director and the tie-breaker shall be determined as though such Affiliate President was not in attendance as a District Director.
5. **Meetings.** An Affiliate President shall preside at all NPD meetings based on an annual rotational basis to be determined by the Affiliate Presidents and updated each year. If the presiding Affiliate President is not in attendance at the meeting, then the most senior NPD Director in attendance shall preside. There will be two regular meetings annually (one winter and one summer), one of which shall coincide with either the USAH Winter meeting or the USAH National Congress. The other meeting shall be at the home state of the presiding Affiliate President for that year. All costs associated with that meeting are the responsibility of the host state. Special meetings may be called at any time, with the approval of at least three of the Affiliate Presidents. Unless agreed

upon otherwise by at least three Affiliate Presidents, special meetings shall be held by telephone conference. Special meeting costs shall be the responsibility of the NPD. Executive Committee meetings may be called at any time with the approval of at least three (3) Executive Committee members. Unless agreed upon by at least three (3) Affiliate Presidents, Executive Committee shall be held by telephone conference. Executive Committee meeting costs shall be the responsibility of the NPD.

6. **USA Hockey Directors.** NPD USA Hockey Directors shall be elected at the winter meeting and the number of Directors shall be in accordance with USA Hockey rules. Votes will be cast by the Affiliate Presidents with each Affiliate President having the same number of votes as the number of players and coaches in his or her affiliate registered with USA Hockey as of January 1, in the year of such meeting. The NPD Registrar will determine the number of votes to be cast by each affiliate. Directors will be elected for a three year term. Vacancies can be filled at either of the regular NPD meetings, or at special meetings. In the event that there is a reduction in the number of USA Hockey directors from the NPD, the least senior director position shall be eliminated. The seniority shall apply to the individual, not the position. If a director leaves or otherwise resigns, a new director will be elected to the remainder of the three year term and will be less senior than existing directors.
7. **District Tournaments.** In the event the NPD is required to declare a team for any particular age group to participate in the national tournaments, and there is more than one team from within the District that wishes to compete for the opportunity to attend such tournament, the Affiliate Presidents shall establish and promote an appropriate playoff arrangement to determine the proper team to attend and represent the NPD at such national tournament.
8. **Player Development.** Player Development in the NPD shall be conducted and operated exclusively by two (2) committees called the Northern Plains Boys Player Development Committee and the Northern Plains Girls Player Development Committee. Each committee shall meet at least once annually, no later than the end of August for the current hockey year. Additional meetings for each committee may be called by the District Player Development Director at his or her discretion. Members of each committee shall be the NPD District Player Development Director, the NPD Girls/Women's Section Representative, and a player development representative from each Affiliate within the District. The District Player Development Director shall preside at all Player Development Committee meetings unless he or she shall otherwise delegate. Affiliates may send additional representatives to any player development committee meetings, however, final determinations as to the process or procedures for making District selections or District appointments to USA Hockey national camps, or other player development opportunities, shall be determined by the appropriate committee and approved by the Affiliate Presidents. The Player Development Director shall be appointed by affirmative vote of not less than three (3) of the Affiliate Presidents, and shall serve until otherwise removed by a similar vote or until he or she shall resign.
9. **Funds and Expenses.** The NPD shall not assess player fees for its operations. At each summer meeting of the NPD, the Affiliate Presidents shall determine an amount to be contributed by each of the Affiliates to an account established for NPD operations and expenses for the upcoming hockey season. Establishment of the contribution amount shall be by affirmative vote of not less than three (3) of the Affiliate Presidents. In addition, the Affiliate Presidents shall by similar vote appoint one of the Affiliates to act as the fiscal agent for the District and to maintain an appropriate bank account under such Affiliate's name, on behalf of the District. Information on this account must be available by on-line authorization, for each Affiliate President. Check signing authority shall be allowed for an authorized representative of the respective Affiliate (who shall be approved by the District Directors and who shall serve as the Treasurer for the District), and for the District Registrar. Expenses to be paid from this account may be submitted in advance or in the form of a request for reimbursement on behalf of any member of the Board of Directors or an Affiliate. Approval of any expense item or cost under this section shall be by affirmative vote of not less than three (3) of the Affiliate Presidents and may be obtained via conference calls arranged and organized for such purpose or at any special or regular meeting of the Board of Directors.

10. **Age Classifications.** The NPD shall not dictate or require a particular age classification to be established by an affiliate. The age choice or team selections for regulating internal league and team play shall be left to the discretion of each affiliate.
  
11. **USA Hockey Positions.** Appointments and recommendations for appointment to the various USA Hockey committees and positions shall be determined by the Affiliate Presidents. Any such appointment requires the affirmative vote of not less than three (3) of the Affiliate Presidents and shall be determined at an Executive Committee meeting. Any appointments and/or recommendations made by the NPD shall be forwarded to USA Hockey for final approval. In the event any such appointment or recommendation is not approved by USA Hockey, then the Affiliate Presidents shall undertake a new selection process as set forth herein. In the event any such person occupying a position under this section is not actively involved in such a position or has failed to meet reasonable expectations of the Affiliate Presidents in fulfilling his or her responsibilities in such a position or appointment, then the Executive Committee may undertake a review of such individual's performance and with the affirmative vote of not less than three (3) Affiliate Presidents, submit a recommendation to the appropriate person in USA Hockey for the removal and replacement of such individual according to the terms of this section.
  
12. **Amendments.** The operating rules may be amended at either of the two semi-annual meetings, or any special meeting. An affirmative vote of not less than three (3) of the Affiliate Presidents is required to change these Operating Rules.

The undersigned, Affiliate Presidents for the above named USA Hockey affiliates, hereby agree to abide by the terms and provisions of these Amended and Restated Operating Rules for purposes of governing the functions, duties and procedures in the NPD. These Amended and Restated Operating Rules are hereby adopted upon unanimous vote of the Affiliate Presidents of the NDP effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Montana Amateur Hockey Association

By:                                 /s/                                  
Michael McIntosh, President

Wyoming Amateur Hockey Association

By:                                 /s/                                  
Chad Vail, President

North Dakota Amateur Hockey Association

By:                                 /s/                                  
Greg Evenson, President

South Dakota Amateur Hockey Association

By:                                 /s/                                  
Randy Honkomp, President

# MAHA STRUCTURE

## OFFICERS

(Non-voting)

President \*  
Vice President \*  
Treasurer \*  
Secretary

## SECTIONS

**(Voting)**

Player Development \*  
Girls Development \*  
Referee/Adult  
Tourney Director  
Disabled Hockey

## BOARD OF DIRECTORS

**(Voting- 1 from each Assoc.)**

Billings Association  
Bozeman Association  
Butte Association  
Great Falls Association  
Havre Association  
Helena Association  
Hi-Line (Glasgow) Assoc.  
Kalispell Association  
Miles City Association  
Missoula Association  
Whitefish Association  
Phillipsburg Association (probationary non-voting)  
Lewistown Association (probationary non-voting)  
Red Lodge Association (probationary non-voting)

## USA HOCKEY

(Non-voting)

ADM/GTG  
Registrar \*  
SafeSport/Risk\*  
Referee in Chief  
Coach in Chief \*  
ACE  
Goaltending Coor.

## COMMISSIONERS

(Non-voting)

TSL League \*  
High School/JV  
14U  
10U  
14U Girls  
19U Girls

**EXECUTIVE BOARD = ( \* )**

# MAHA FUNCTIONS

\*Register Players  
\*Player Development  
\*Treasure State League

\*Register Teams  
\*Volunteer Screening  
\*Promote Hockey  
In Montana

\*Coaches & Education  
\*Parent Education  
\*Insurance & Risk  
Management

\*Referee & Education  
\*Discipline Issues  
\*Advance USA Hockey  
Policies & Programs

# NORTHERN PLAINS DISTRICT

## AFFILIATE MEMBERSHIP

(Voting)

Montana President  
Wyoming President  
North Dakota President  
South Dakota President

## USA HOCKEY ELECTED

(Non-voting)

USA Hockey Director  
USA Hockey Director

## DISTRICT POSITIONS

(Non-Voting)

Executive Committee Chairman  
District Treasurer  
District Player Development  
District Webmaster

## USA HOCKEY APPOINTED

(Non-voting)

District Registrar  
District Coach-in-Chief  
District Referee-in-Chief  
District Risk Manager  
District ACE Coordinator  
District Girls/Women Rep.  
District Disabled Representative  
Skill Development Program

# NORTHERN PLAINS DISTRICT FUNCTIONS

\*Representation at USA Hockey Board of Directors

\*Facilitate USA Hockey programs and policies within the district

\*Promote player development

\*Provide format for determining national tournament teams



# Administrative Organization & Contacts

## MONTANA AMATEUR HOCKEY ASSOCIATION OFFICERS

### President

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### Vice President

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### Treasurer

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### Secretary

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Missoula  
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## USA HOCKEY VOLUNTEERS

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## TREASURE STATE LEAGUE COMMISSIONERS

### LEAGUE COMMISSIONER

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**19U GIRLS Commissioner**  
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**BOARD OF DIRECTORS & SECTION DIRECTORS**

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VACANT

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Scott Kirsch

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**WEBSITE ADMINISTRATOR**

Kari Riley (see above)

# APPENDIX

1. USA Hockey Hearing Procedures (Bylaw 10)
2. Notes

All forms can be found on our website under the publications tab:

<http://www.mthockey.com/page/show/849728-maha-publications>

# SUSPENSION HEARINGS

Bylaw 10B

(1) Except for summary suspensions, officials' suspensions, and playing rule violations, pre-suspension hearings are required upon demand.

Bylaw 10C and D non-playing and playing rules.

## Hearings

1. A hearing is scheduled upon demand, if the demand is made within seven (7) days from receipts of suspension or discipline for playing rule violations; summary suspensions; officiating suspensions and, assault of officials, 601(g)(1) and 601(j)(1).

### Common features of Bylaw C and D hearings:

The disciplinary authority either the local association or league imposes suspension or discipline upon a finding of bylaw or rule violation or affirms a suspension due to a playing rule violation incurred during participation.

The local association or league appoints a hearing committee and oversees the process.

Hearing committee is at least three (3) people who are "...reasonable, disinterested and impartial." Can have up to five (5), but should always have an odd number.

If a hearing is demanded, that demand must be stated in writing within seven (7) days of the imposition of the suspension or discipline. The demand should be to the league or local association President. The hearing should then be scheduled within 30 days from receipt of the demand, not to exceed 60 days. The hearing committee must give seven days written notice to all interested parties, of the date and location of the hearing. The location should be reasonably geographically accessible to the parties.

## Procedure

1. Written/e-mail notice of when and where a hearing will be held for the person who is either under suspension, or may face suspension. Seven days' notice. To be safe, mail the notice at least ten days in advance of the hearing date. In addition, use the phone to inform the person of the information.

2. The written notice must contain a reasonable notice of the grounds for a proposed or sustained suspension—e.g., a playing rule, bylaw or other rule violation.

*"You have been charged with violation of USA Hockey playing rule 601(g)(1), deliberately inflicting harm to a game official.*

Or -- *"You have violated the bylaws of the [Smithtown association] by failing to account for association funds in your possession.*

Or -- *"You have played an illegal player.*

3. Match penalties, and other playing rule violations may be supported by game report and game sheet, along with any statements, in person or written by witnesses to the incident. The burden of proof can be met by using those documents, along with any testimony presented. The burden is met if it is more likely true than not true that the violation occurred.

4. State which playing rule(s) is/are alleged to have been violated?

5. Copies of any documentation that is going to be used at the hearing must be sent to all concerned parties with the notice, or as soon after as possible.

d) Names of any witnesses that are going to be called should also be included.

e) It is my opinion one or more of the on-ice officials should be present to offer their oral statements in any match penalty situation.

6. State possible consequences of finding of violation. E.g., “A 601(g)(1) or 601(j)(1) will be a mandatory minimum of 1 year suspension, plus probation for two years.”

Or – “your playing/coaching privileges may be suspended for up to –a year, several games, months, along with probation for a period of time thereafter.”

## HEARING

1. Chair should introduce the hearing panel (at least three and up to five members). It should always be an odd number. State the purpose of the hearing – to determine the facts surrounding the called match penalty, or other claimed rule or bylaw violation.

If a playing rule violation, state that the violation will be presented by the game report and the game sheet and hopefully the testimony of one or more on-ice officials who called the game. Referee -----, and linesman ----- . If there are other witnesses, they should also be identified at the hearing.

If the hearing is about affiliate, league, or association rules or bylaw violations, the persons who will present that testimony should be named and if the allegation is supported by some written report that should be stated as well.

Also state names of any other person(s) who will provide statements of what they saw or heard. That could include score keepers, penalty box monitors, fans, parents, coaches, players, etc.

2. State clearly after introductions the parameters of the hearing.

a) This hearing will be about the match penalty, or rule violation alleged against Joe Smith and will last for one (1) hour. (Chose a reasonable time and divide it essentially equally between the presentation of the offense and the alleged offenders of the rule or bylaw.)

b) Be very explicit about any time parameters before the hearing (preferably in your written notice) so that all know how to proceed. If a lawyer is representing a party, their argument time comes out of their client's presentation time. (One of the panel will have to be a timekeeper as well.)

You should be providing an opportunity to present claims or defenses. You can limit the number of witnesses to the violator, his/her coach or support person, and one or two other fact witnesses. Much more than two to three fact witnesses will become repetitive. Character witnesses should be limited as well. Usually, that information can be presented by the use of written statements of support. Those are usually team members, or their parents, or fellow coaches, etc.

3. Evidence may be presented by in-person testimony, written statements, game reports, game sheets, photos, videos at discretion of hearing committee. Witnesses could be put under oath but that is not necessary.

4. Any relevant information may be admitted to the hearing. The rules of evidence such as used in typical court proceedings do not apply. The credibility of any evidence submitted can be judged by the hearing panel and need not be ruled as admissible or not by the panel. It comes in – if it is relevant.

**5. The hearing panel is there to determine and state in their written decision:**

a) **What facts occurred** (At the end of the third period, or state clock time, John Smith struck the referee with his stick. This was witnessed by [date names of refs, and anyone else who may have supported the facts submitted, etc.]) who also offered their statement to the panel. Or Coach John Smith

played an illegal player for a game, a period, a shift, etc. This is supported by day the game sheet, the team roster, the tournament records, etc.

b) ***Where this incident occurred*** (this matter happened at Jonestown rink, state address).

c) ***When this occurred*** (this occurred on January 10, 2008 at the peewee tournament held by the Jonestown association). Or – this occurred over a period of two months, etc.

d) ***What rule violation occurred as a result of the above facts.*** John Smith violated playing rule 601(g)(1), or state rule or bylaw -----.

e) ***As a result of the rule/bylaw/violation, it is the determination of this hearing panel that John Smith shall be suspended from all USA Hockey/(Affiliate name) participation for a period of one (1) year from the date of the offense, January 10, 2009, until January 10, 2010. In addition, John Smith shall be on probation for two (2) years thereafter, from January 10, 2010 to January 10, 2012. This suspension shall include games, practices, off-ice team events, or any USA Hockey/Affiliate (name) ice hockey sanctioned events.***

6. ***You have the right to appeal this decision*** to the (name Affiliate) Board of Directors. You must appeal this within 10 days from the time you receive this decision, or the decision will be the final ruling on this matter. This decision is dated --/--/-- and will be mailed to you by surface mail or e-mail within 5 days of the decision. Contact ----- (name of affiliate, appeal officer or President) with street address, phone number and e-mail address, if available.

Signed by the panel.

Dated when signed.

