

**NEVADA AMATEUR HOCKEY ASSOCIATION, INC.**  
**TABLE OF CONTENTS**

NAHA Officers	Exhibit 1
NAHA Association Members	Exhibit 2
Affiliate Associations & Representatives	Exhibit 2
Pacific District/USA Hockey Representatives	Exhibit 3
<b>NAHA BY-LAWS</b>	
Article I - Name	Pg. 5
Article II - Purpose	Pg. 5
Article III - Not-For-Profit	Pg. 5
Article IV - Membership	Pg. 5
Article V - Application fees, dues, and sanctions	Pg. 7
Article VI - Voting	Pg. 8
Article VII - Board of Directors	Pg. 8
Article VIII - Meetings	Pg. 11
Article IX - Committees	Pg. 11
Article X - Officers	Pg. 12
Article XI - Amendments	Pg. 15
Article XII – Exoneration	Pg. 15
Article XIII - Preeminence	Pg. 16
<b>NAHA RULES AND REGULATIONS</b>	
Section I - Registration Information and Procedures	Pg. 18
Section II - Administrative	Pg. 25
Section III - General	Pg. 26
Travel Permits	Pg. 27
Tournament Applications	Pg. 27
Section IV - Competitive Team League Regulations	Pg. 30
Section V – Discipline Review Committee	Pg. 32
Section VI - Policies	Pg. 35
Section VII -State Tournament	Pg. 41
2013-2014 FEE SCHEDULE	Pg. 50
CLUB AWARDS	Pg. 50
CALENDAR OF EVENTS	Pg. 51
<b>ATTACHMENTS:</b>	
Affiliate Agreement	
Travel Permit	

Nevada Amateur Hockey Association, Inc.  
***BY-LAWS***

**ARTICLE I: NAME**

- A. The name of this organization shall be the Nevada Amateur Hockey Association, Inc. D.B.A. Nevada Amateur Hockey Association (NAHA).

**ARTICLE II: PURPOSE**

- A. The purpose of this Association, in addition to any lawful purpose allowed by the State of Nevada, shall be to:

\*Encourage, foster and promote the sport of ice hockey in the state of Nevada;

\*Develop and encourage sportsmanship between all player for the betterment of their physical and social well-being;

\*Associate with other hockey associations;

\*Conduct state ice hockey tournaments, and to select state representative teams for USA Hockey Championship tournaments;

\*Do any and all things as are incidental or conducive to the attainment of the above purposes/objectives.

**ARTICLE III: NOT-FOR-PROFIT**

- A. NAHA is one which does not contemplate pecuniary gain or profit to the members thereof, and is organized for not-for-profit purposes. No part of any net earnings thereof shall inure to the benefit of any member or any individual.

**ARTICLE IV: MEMBERSHIP**

- A. Any bonafide active amateur ice hockey association located in Nevada shall be eligible for full membership in NAHA, and upon compliance with all provisions of these by-laws, the Constitution and by-laws of USA Hockey, and all Rules and Regulations of this Association and USA Hockey, shall be deemed a member in good standing.
- B. The purpose of member association status within NAHA is to allow members to be represented within NAHA by a duly elected representative of their member association, and to allow member teams the right to participate in NAHA sanctioned events in

accordance with established NAHA rules and regulations.

C. Membership in NAHA may be acquired by applying on an official membership application form, and includes the following information:

1. **Name of Association**
2. **Location or address**
3. **Names, addresses and telephone numbers of principle officers**
4. **Proposed number and level of teams**

D. New NAHA Associations: A new NAHA Member Association is defined as a program that did not previously exist and does not take the place of a previously existing organization. A new NAHA Member Association may not roster 25% or more per team, of their players from any single existing NAHA Association and must have a minimum of 12 players per team with a minimum of 4 teams. New member associations are developmental the first year and will not be able to travel outside of Nevada the first year.

E. Affiliate Association member application shall also be accompanied by:

1. **Prescribed fee**
2. **Certified copy of the Constitution and/or By-laws and Rules and Regulations**
3. **Affiliate Association agreement**

F. Teams, which are not members of a bonafide active amateur ice hockey association, become non-voting members of NAHA by completing both NAHA and USA Hockey registration forms and submitting them with the required fees.

G. Suspension and expulsion of members - Any violation of the By-laws, Rules and Regulations of NAHA or decisions of the Board of Directors of NAHA by any member shall render such member liable to suspension by a two thirds majority vote of the Board of Directors until the next annual or special meeting of NAHA, and to expulsion by a two-thirds majority vote of the members at such meeting.

1. Prior to an action to suspend or expel, in accordance with rules and regulations contained herein the NAHA bylaws, the Board of Directors must notify the affected affiliate association of the apparent violation in writing, and allow for a written response within thirty (30) days and/or provide the opportunity for a hearing at the next meeting of the Board.

H. USA Hockey Suspension - Any player, team, association or individual suspended by USA Hockey shall be automatically suspended by NAHA and shall remain suspended until such suspension is lifted by USA Hockey.

I. Affiliate associations which have not been registered with NAHA during the annual year immediately preceding, must make an application to NAHA, and be accepted for

membership by majority vote of the Board of Directors. New applications shall indicate the type of program they intend to offer. Youth organizations entering as clinic/learn to skate programs, or in-house/recreational /non-travel programs shall play no games outside of their own affiliate association without prior approval of their representative Board of Directors. In addition, new affiliate associations and their respective teams will not be eligible for regional, sectional or other play which leads to State Championships for the first year. Applications for membership will be reviewed at the next regularly scheduled board meeting, or within sixty (60) days of receipt of application.

J. Membership in NAHA shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements of the by-laws, Rules and Regulations of NAHA or decisions of the Board of Directors for NAHA. Rules pertaining to the procedures that govern suspension or forfeiture actions by the Board of Directors must be approved by the same process as that pertaining to amendments of the by-laws.

K. Duration of membership

1. Membership shall continue from registration to registration, and shall automatically terminate upon the failure to register with USA Hockey, Inc. or with Nevada Amateur Hockey Association.
2. The Board of Directors of NAHA may terminate the membership of an affiliate association at any time for one the following reasons:
  - a) Failure to renew registration in USA Hockey or in NAHA, or both. Upon application of a member, the Board of Directors, solely in its discretion, may grant a leave of absence to an affiliate association, when it is considered appropriate to the purposes of NAHA.
  - b) For failure to pay fees of USA Hockey, NAHA or respective association.
  - c) For willful disregard of the rules and regulation of USA Hockey, Inc. or NAHA or for such conduct detrimental to the good of amateur hockey, or the objectives and purposes of NAHA or USA Hockey, Inc.

## **ARTICLE V: APPLICATION FEES, DUES AND SANCTIONS**

A. An annual membership fee shall be established by the Board of Directors for membership in NAHA, and the amount of the fees shall accompany the annual membership applications.

B. Members failing to pay fees or dues within thirty (30) days after they become due and payable shall cause loss of good standing within the affiliate agreement, and may be subject to suspension from NAHA. The failure to pay within a period of ninety (90) days

will result in an automatic suspension and possible expulsion from NAHA.

- C. Prior to an action to suspend or expel, in accordance with procedures contained herein, the Board of Directors must notify the affected affiliate association of the apparent violation in writing, and allow for a written response within thirty (30) days and/or provide the opportunity for a hearing at the next meeting of the board.

**ARTICLE VI: VOTING**

- A. Each affiliate director shall have one (1) vote in the conduct of Board business. The President will have no vote except in the event of a tie or to form a quorum.
- B. A majority vote of the seated Board of Directors will carry or defeat motions except for motions to amend these by-laws of NAHA. A two-thirds majority of the seated Board of Directors present is required to amend the by-laws of NAHA.
- C. New affiliate associations can have a seat as a “non-voting” member, until payment of fees is received by NAHA. Upon receipt of fees, member/association is granted one vote per affiliate association.

**ARTICLE VII: BOARD OF DIRECTORS**

**A. AFFILIATE DIRECTORS**

- 1. Each affiliated association with NAHA shall be represented by one (1) director who shall have one (1) vote. NAHA shall consist of at least three directors.
- 2. Upon termination of an affiliate agreement, all representatives of that affiliate are likewise terminated from the Board.
- 3. Affiliate directors shall be elected by their member teams that are in good standing with NAHA prior to the NAHA Annual Meeting to serve a term of one (1) year which begins at the NAHA Annual Meeting following their election. The seating of directors will be done prior to the Annual Meeting, upon receipt of certified elections results by an officer of the affiliate association. Certified election results must be submitted to NAHA 2 weeks prior to Annual meeting.
- 4. Affiliate directors may be replaced by their affiliate association according to the Rules and Regulations governing such with the association. The seating of a replacement director will be done at the next regular meeting of the NAHA Board of Directors, assuming receipt of termination actions by the affiliate is received by the Board of Directors prior to said meeting, and the Board of Directors has reviewed a copy of the certified election results signed by an officer of the affiliate association. Affiliate associations must have on file with NAHA, a copy of the rules and procedures governing the replacement of a director. Replacement

directors serve the remaining term of that director which was replaced.

5. The order of business and/or procedures of any Board Meeting or any subject not covered by these by-laws or noted in Board minutes shall be subject to "Robert's Rules of Order Revised" which shall serve as the official "guide". However, should there be a conflict with these by-laws and/or "Robert's Rules of Order Revised," these by-laws shall prevail.

## B. POWERS AND DUTIES

The powers and duties of the Board of Directors shall be to:

1. Govern, in concert with the Constitution, by-laws, and Regulations of USA Hockey; the by-laws of NAHA, and the Rules and Regulations of NAHA, amateur hockey in Nevada.
2. Formulate, prescribe, alter and amend the by-laws or Rules and Regulations for the government of NAHA.
3. Impose and enforce penalties for any violation of the by-laws or Rules and Regulations.
4. Remove or remit any suspension or penalty that has been imposed by its officers, registrars or a committee.
5. Forthwith, remove from office any officer or director by a two thirds majority vote of the Board of Directors.
6. Temporarily fill a vacancy on the Board caused by the resignation, expulsion or withdrawal any officer or director.
7. Appoint sub-committees from its membership or otherwise employ individuals for the handling of special or specified business.
8. Establish and collect fees and funds of the provisions of the by-laws and Rules and Regulations.
9. Interpret, define and explain all of the provision of the by-laws and Rules and Regulations.
10. Call any necessary special meetings of NAHA and fix the time and place of special meetings not fixed by the by-laws.
11. Have immediate access through a qualified auditor on demand or on the demand of the President, to all books, vouchers, receipts and records generally pertaining

to the finances and operation of NAHA, its Affiliates, Registrars, Referee-In-Chief and any other program or project of NAHA.

12. Receive a copy of the Financial Statement (balance sheet and operating statement of NAHA). The board of Directors shall also revise a copy of NAHA's operating budget as submitted by the Treasurer within ninety (90) days, and shall approve an operating Budget within one hundred twenty (120) days, of the Annual Meeting, of which the fiscal year of NAHA shall be from July 1 through June 30 of each year.
13. Have an annual audit conducted by a qualified auditor within ninety (90) days of end of fiscal year, to all books, vouchers, receipts and record generally pertaining to the finances and operation of NAHA and file proper tax reporting documentation with the IRS.
14. Act upon temporary ruling by the President on emergencies not provided for in the by-laws and Rules and Regulations.
15. Hear and rule on appeals.
16. Maintain in force, comprehensive general liability insurance coverage as required by the Board of USA Hockey.
17. Make recommendations to USA Hockey concerning USA Hockey position appointments affecting NAHA.
18. Establish Rules and Regulations of NAHA pertaining to the following:
  - Election Procedure
  - Lifetime Directors
  - State Tournaments
  - USA Hockey Championship Tournaments
  - Invitational Tournaments
  - Inter-Affiliate Competition
  - Order of Business for Board Meetings
  - Expenditures of NAHA Funds
  - Conflicts of Interests
  - Order of Officer Succession
  - Annual Calendar of NAHA
  - Appointed Officials of NAHA
  - Membership Suspension or Forfeiture Procedures
  - General Rules and Regulations
  - Discipline Review Committee Procedures
  - Nevada Competitive League Rules

## **ARTICLE VIII: MEETINGS**

- A. The distance between Nevada's two population centers requires this association to form two districts. The Northern District will encompass but is not limited to Reno, Sparks, Carson City, Truckee, and the Southern District will consist of, but is not limited to, the greater Las Vegas area.
- B. There shall be at least two (2) regular meetings of the Board each operating year. The Northern District may host one of the regular meetings, and the Southern District *may* host the other regular meeting. In addition, there shall be an Annual Meeting of NAHA each year immediately following the USA Hockey Pacific District Mid-Annual Meeting or the USA Hockey Annual Congress. The Annual Meeting *may* alternate on a yearly basis between the Northern District and the Southern District.
- C. Special meetings of the Board may be called by the President or by a written request to the President from a majority of the affiliate members of NAHA. Such meetings must be held within thirty (30) days after receipt of the request by the President. Written notification of the meeting date, time and location of the meeting must be provided to all Directors at least fourteen (14) days prior to the meeting.
- D. The order of Business for regular, special and annual meetings will be that as contained in the Rules and Regulations of NAHA.
- E. All regularly scheduled meetings of NAHA will be open to the public. However, the Board may adjourn to executive session for discussion of an agenda item covering personal action or for the purpose of conducting a hearing on appeal to a prior action of the Board or officer of the Board. No formal and/or binding action on NAHA or any affiliate member of NAHA or on any individual may be taken in executive session.

## **ARTICLE IX: COMMITTEES**

- A. The standing committees of the Board of Directors shall be the Plans and Development Committee, Discipline Review Committee and the Coaching Program Committee. The chairperson and the general members of standing committees shall be appointed by the President and ratified by the Board of Directors.
- B. Ad hoc committees may be established by the President or by action of the Board of Directors. The selection process of the chairperson and general members of ad hoc committees shall be the same as for Standing Committees except members need not be ratified by the Board of Directors.
- C. All committees will be chaired by an affiliate member of the Board of Directors. Individuals, other than affiliate directors may be appointed to committees.



- D. The chairperson of each committee, with the assistance of the committee members, shall carry out the duties of the committee and provide a written report to the Board of Directors as needed and/or requested. Each committee chairperson shall present a written annual report to the President at least one week prior to the Annual Meeting.
- E. The President of NAHA is a member of all committees.

**ARTICLE X: OFFICERS**

- A. The officers of this association shall be elected by the Board of Directors from the membership of the Board at the Annual Meeting of NAHA. The officers of NAHA shall be as follows:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
- B. All officers shall be elected for a term of two (2) years, with the President and Secretary serving alternating terms from that of the Vice-President and Treasurer.
- C. Any officer who is unable to complete his/her term shall be replaced by election of the Board to fill out the remainder of the term for which the officer was elected.
- D. The officer's terms shall be filled in a manner that will attempt to support equal representation for both of Nevada's major population centers if possible. For example: Two (2) of the officers may be from Northern Nevada and two (2) officers may be from Southern Nevada.
- E. Election Procedures
  - 1. Election of officers shall be immediately after seating of the affiliate directors.
  - 2. Notification of the election shall be included in the announcement of the Annual Meeting. Nominations will be from the pool of affiliate designees.
  - 3. The President shall conduct the elections of the officers.
  - 4. Voting shall be by written ballot. The President shall announce the results.
  - 5. In the event winners cannot be determined due to tie votes, a run-off election shall immediately take place by written ballot, between the affected candidates.

6. Officers shall be installed by the President immediately following the announcement of the outcome of the elections.
7. Election of the president shall be immediately after seating of the officers.
8. The Secretary shall conduct the election for the President.
9. Voting shall be by written ballot. The Secretary shall announce the result.
10. In the event winners cannot be determined due to tie votes, a run-off election shall immediately take place by written ballot between the affected candidates.
11. The President shall be installed by the Secretary immediately following the announcement of the outcome of the election.

F. Responsibilities and duties of the officers shall be as follows:

1. The PRESIDENT shall:
  - a. Preside at all meetings of NAHA and the Board and generally perform the duties to the office of President,
  - b. Determine questions arising from emergencies not provided for in the by-laws or Rules and Regulations of NAHA until such time as said questions may be acted upon by the Board of Directors,
  - c. Represent NAHA at meetings as required,
  - d. Represent NAHA at the Annual and Mid-Annual Meetings of USA Hockey and the Annual and Mid-Winter Meetings of the Pacific District,
  - e. Ensure all requirements of the by-laws and the Rules and Regulations of NAHA are carried out,
  - f. Incur no expense or obligations without the approval of the Board.
2. The VICE-PRESIDENT shall:
  - a. Chair the Tournament Committee and serve as Director of State Tournaments,
  - b. Coordinate travel permits for travel outside the Pacific District (Alaska, California, Hawaii, Nevada, Oregon, and Washington).

- c. Supervise all player development programs administered by or in conjunction with NAHA,
  - d. Shall have access to all score sheets at the Affiliate Association's location and adherence to Paragraph E.1 of Section II on page 25.
  - e. Ensure all requirements of the by-laws and the Rules and Regulations of NAHA are carried out,
  - f. Perform other duties customary to the position and as may be established by the Board or the Rules and Regulations of NAHA.
3. The SECRETARY shall:
- a. Have the responsibility of recording the minutes of the meetings of NAHA, and distributing said minutes to all members within fourteen (14) days after the meeting,
  - b. Receive all registrations for membership in NAHA.
  - c. Provide notices to all Directors and Officers relative to meetings and other important information,
  - d. Submit to the Board at the Annual Meeting a summary of all official actions of the Board during the year,
  - e. Maintain, in good standing, NAHA's Affiliate Agreement with USA Hockey,
  - f. Perform other duties customary to the position and as may be established by the Board or the Rules and Regulations of NAHA.
4. The TREASURER shall:
- a. Have the responsibility of receiving all funds due NAHA depositing them in a chartered bank selected by the Board of Directors, and paying all rightful obligations of NAHA according to the Rules and Regulations of NAHA, however any and all cash advances must be approved by the Board of Directors prior to disbursement.
  - b. Be responsible for NAHA's federal and state status as a "not-for-profit" organization,
  - c. Prepare and submit to the Board an annual operating budget for NAHA.

- d. See that an audit of NAHA's financial records are completed as required by law and as required by actions of the Board of Directors,
  - e. Submit to the Board of Directors, at the Annual Meeting, a Financial Statement relative to the prior fiscal year operating budget,
  - f. Perform other duties customary to the position and as may be established by the Board or the Rules and Regulations of NAHA.
5. Order of Succession - The Secretary shall act as President in the event the President is temporarily unable to perform his/her duties during a meeting. A temporary Secretary shall be appointed by the temporary President for the duration of the absence of the President. If the President resigns, he/she shall be replaced by election conducted by the Secretary in accordance with the by-laws.

#### **ARTICLE XI: AMENDMENTS**

- A. Amendments or alterations to these by-laws shall be made only by a two-thirds majority vote of the seated Board of Directors present.
- B. Proposed amendments or alterations to the by-laws must be submitted at a regular meeting of the Board of Directors and discussed as a regular agenda item. The Board may then consider action on the proposed amendments or alterations no sooner than twenty-one (21) days following the meeting at which the proposed amendment or alteration was advanced.
- C. The President shall notify all affiliate associations of any amendments or alterations in the by-laws resulting from Board actions within thirty (30) days from the date of said action.

#### **ARTICLE XII: EXONERATION FROM PERSONAL LIABILITY**

- A. NAHA hereby consents and declares that each Officer, members of the Executive Committees, chairman and members of all other committees, and all elected or appointed officials in any capacity, shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors and administrators, estate and effects respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of the NAHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such member sustains or incurs in or about any action or suit or proceeding which is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or herein or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect, intentional wrongful act or fraudulent act.

## **ARTICLE XIII: USA HOCKEY PREEMINENCE AND INDEMNITY**

### **A. USA Hockey Preeminence**

The Nevada Amateur Hockey Association, an Affiliate Association of USA Hockey, Inc., shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and super cede all similar governing documents and/or decisions of the Nevada Amateur Hockey Association. Further, the Nevada Amateur Hockey Association 1) shall assist USA Hockey in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction and 2) agrees to be guides by the following core values of USA Hockey:

**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 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.

**PURSUANT 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 the participant.

**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.

B. Indemnity

The Nevada Amateur Hockey Association, an Affiliate Association of USA Hockey, Inc., shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey, and each member thereof, councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of the Nevada Amateur Hockey Association, except to the extent 1) that USA Hockey or its afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or 2) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Nevada Amateur Hockey Association understands and acknowledges that USA Hockey audits afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this by-law.

USA Hockey shall reasonably cooperate with Affiliate in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provides, however, that such cooperation shall not require USA Hockey to incur any out of pocket expense not reimbursed by Affiliate.

- C. NAHA Preeminence - Each member team and/or affiliate association of NAHA shall adopt bylaws consistent with these bylaws. In the event of conflict with bylaws of any member team or affiliate association, these bylaws shall take precedence over and shall govern all NAHA's member teams and affiliate associations.

**NEVADA AMATEUR HOCKEY ASSOCIATION, INC.**  
**RULES AND REGULATIONS**

**SECTION I - REGISTRATION INFORMATION & PROCEDURES**

**A. PLAYER AND TEAM REGISTRATION**

1. **Individual Player and Coach Registration:** All individual players and coaches must be registered with both USA Hockey and NAHA. Registration is accompanied by logging onto usahockey.com and completing the online registration section. A copy of the completed online registration form / receipt should be given to the association's registrar. If electronic registration is not possible, than registration can be completed by filling out a USA Hockey Individual Registration Form (IMR).
2. **Member Team Applications:** All teams must be registered with both USA Hockey and NAHA. This registration is accomplished by completing the USA Hockey Team Membership Application Form (Form 2-T), and submitting it along with all applicable fees to the appropriate USA Hockey Associate Registrar for Nevada, or through the Cyber sport software provided by USA Hockey.
  - a. Each registered team must include the name, address, and telephone number of the designated team representative in the appropriate space on the Team Membership Application.
3. **Team Roster Registration:** All individual players and coaches must be listed on a Team Roster form, which shall be submitted to the appropriate USA Hockey Associate Registrar for Nevada.
  - a. All individual players or coaches **MUST** be listed on a Team Roster that has been properly submitted to the appropriate USA Hockey Associate Registrar for Nevada prior to an individual participating in any sanctioned game, scrimmage, practice or other on-ice event before USA Hockey insurance coverage is binding.
  - b. The Team Roster shall also be used for additions and deletions to a previously submitted roster, and will be marked - Addendum.
  - c. For teams competing towards National Championships, a USA Hockey Team Roster (Form T-1) must be completed and submitted to the appropriate USA Hockey Associate Registrar for Nevada, and certified before any games will count, rosters will not be accepted after December 31 of the CURRENT playing season. For teams competing on natural ice,

the deadline is January 20, and for junior team the deadline is February 10, both of the CURRENT playing season.

4. **Member Affiliate Association Registration:** Any Member Team or group of Member Team may elect to registrar as a Member Affiliate Association of NAHA in accordance with Article IV of the NAHA By-laws.

- a. Applications for Member Affiliate Association status shall be submitted in writing to the NAHA President or his/her designee. All required supporting documentation must accompany the application and will be reviewed at the next regularly scheduled NAHA meeting.
- b. Teams must belong to NAHA in order to be eligible to participate in the State, District, or National Championships.

5. **Youth Registration Instructions**

- a. For individual players, the season commences on September 1, and concludes on August 31. The period from May to August 31 of the same calendar year is considered the spring/summer season
- b. For all teams, registration runs from September 1 to August 31, providing those teams do not change by twenty percent (20%) or more. Teams changing by twenty percent (20%) or more become a new team, and must re-register.
- c. Individual Member Registration
  - 1. For clubs registering non-electronically, there are four (4) copies of the IMR. The top two copies of the IMR should be forwarded to USA Hockey Association Registrar. The third copy of the IMR should be retained by the local Affiliate Association or club registrar, and the fourth copy is for the player and parents to retain until the participants USA Hockey Membership card is received as proof of registration. IMR's are not to be held for more than two (2) weeks by the NAHA Affiliate Association.
  - 2. For clubs registering electronically, individual IMR's are not required as the Roster provides proof of registration. However, each player must sign a liability form and should retain a copy of this liability form as proof of electronic registration until the USA Hockey Membership card is received. Electronic player data is not to be held for more than two (2) weeks.
  - 3. Players MUST complete either an electronic registration or non-



electronic paper IMR form in accordance with USA Hockey Guidelines.

4. Players are NOT registered until a valid IMR or electronic roster reflecting the addition of the player, which had been dated, initialed by the local program, has been received and accepted by the USA Hockey Associate Registrar.
5. Waiver of Liability forms are mandatory for all players and coaches, and must be maintained by the local program.
6. Completed IMR's, with a check for appropriate fees, made out to USA Hockey for player or coach and submitted along with a copy of the Transmittal Report for electronic registration are to be forwarded to the Associate Registrar.
7. IMR Transmittal forms are available upon request from the Associate Registrar.
  - a. The top four (4) copies of the Transmittal are to be sent with a check and the IMR's to the Associate Registrar,
  - b. The fifth copy of the Transmittal form is to be retained by the local program.
8. The IMR's for non-electronic associations should be separated in accordance with USA Hockey guidelines.
9. All new players must submit an official birth certificate with registration.
  - a. The following forms of birth verification are NOT acceptable:
    - Passports
    - Baptismal certificates
    - Hospital certificates
  - b. In addition, all players submitting foreign birth certificates are required to provide proof of legal residence such as Alien Registration card, current I-94 or Student Visa. Both the official birth certificate and proof of legal resident must be submitted at the time a registration.

d. Team Registration

1. All youth teams are classified at the age division of the oldest player on the team.
2. Teams must be registered on completed Team Registration forms prior to on-ice participation.
3. Individual fees:
  - a. USA Hockey fee is \$40.00
  - b. NAHA fee is \$5.00 per player (under 6 no charge)
  - c. Fee's are subject to change
4. Participant Registration for USA Hockey must be completed by registering online at [usahockey.com](http://usahockey.com).
5. Upon completing online registration, a printed receipt should be printed and given to the Association Registrar for roster purposes.

e. Rosters

1. All preliminary rosters will be forwarded to Associate Registrar.
  - a. All preliminary rosters must have an "M" number that corresponds with the Team Membership Application.
2. All non-electric rosters MUST be typed, and players listed in alphabetic order. Handwritten or hand-printed rosters will NOT be accepted.
3. All roster names must be complete names. The use of nicknames is not allowed, the name on the roster should match the name on the birth certificate.
4. Final rosters are required for all Tier I and Tier II teams. The certification of the final rosters is necessary for playoff eligibility. The final signed rosters are due:
  - a. Tier I and Tier II final rosters for certification are due November 30. Addendums to the final roster are accepted until December 31. Send to Associate Registrar.
  - b. Each Affiliate Association shall declare to NAHA by October 1 of the current season, those Tier I and Tier II teams that will be participating in the District Tournament.
  - c. Each Affiliate Association that declares their intention to

participate in the District Tournament shall deposit with NAHA the non-refundable tournament fee for each team participating by November 25.

5. USA Hockey requires all Tier I and Tier II teams to file a certified roster in order for the games to be counted towards national eligibility.
  - a. Before a player or a team can play in a game that will be used to qualify for the Championships, that both the Team Membership Application (2-T) and the Player Roster (T-1) be certified by the District Registrar or his/her designee (i.e. Registrar must receive the original player roster and team membership application before any games will count).
  - b. Update and changes to the original player roster may be submitted by facsimile, AND will be accepted as long as the original version of the change has been received by the district registrar or his/her designee within 72 hours of receipt of facsimile.
  - c. In the event the original player roster or any changes have been submitted brings the total rostered players to twenty (20), no additional players will be accepted without deletion of the same number of players.
6. All affiliate associations and/or teams must maintain a USA Hockey roster or a reasonable facsimile thereof, for each of the registered teams. This is required to play in games until the final rosters are submitted.
  - a. These rosters are not required by USA Hockey to be certified by the Associate Registrar, with the exception of the Tier I and Tier II rosters.
  - b. These rosters have to be maintained, and should be kept with the credential records that are kept for each team.
  - c. The roster requirements does not supersede, nor change the roster requirements associated with teams participating toward National or State championships.
7. No NAHA affiliate association shall:
  - a. Permit any player, team, or coach suspended by NAHA or USA Hockey to participate in any game or practice, or play any team using such a suspended player, team, or coach.
  - b. Use any illegally or non-rostered player, or knowingly play any team using a non-rostered player.

- c. Play any Nevada team that is not a member of or under suspension by NAHA and/or USA Hockey.
- d. No Affiliate Associations will directly recruit players, coaches or other personnel that are active in another member association. Active is defined as September 1 – April 1. This is not intended to prohibit general advertising or announcements or the movement of players, coaches or other personnel from one organization to another. It is intended to prohibit direct, unsolicited contact with individuals for the purpose of convincing the individual to move from one organization to another.

**B. COACH AND MANAGER REGISTRATION**

1. All teams registered with NAHA must have coach(es) and team officials in good standing with NAHA. The coach (es) and manager shall be responsible for the conduct of their team before, during and after the game.
2. No more than four (4) team officials, in good standing will be permitted in the vicinity of the player’s bench. These four team officials must be registered on the Team Membership Application Form (2-T). Team managers are not permitted on the player’s bench unless they are also rostered as a coach.
3. The manager or coach in charge and assistants are obligated when requested, to do whatever possible to assist game officials and others involved in controlling spectators who are traveling along with their team, or when playing at their home rink.
4. It is strongly recommended all coaches attend a first aid and CPR class.
5. Coaches holding the following levels (Except Advanced) are required to attend a coaching certification class every three years and complete the USA Hockey age specific module each year.
 

- Level 1	Initiation	8 and Under
- Level 2	Associate	10 and Under
- Level 3	Intermediate	Pee-Wee, Bantam, Midget A
- Level 4	Advanced	Midget Tier I and Tier II
6. All Affiliates are required to implement a Coaches abuse and screening plan. Any coach in the State of Nevada must complete a background check every three years through the service chosen by USA Hockey and NAHA. All reports will be sent to the NAHA President and an up to date list of approved coaches will be posted on a regular basis. If a coach is on a roster and has not been screened in Nevada, the coach will be suspended and the affiliate could be fined. The website to be used is [mybackgroundreport.com](http://mybackgroundreport.com) and the NAHA account must be used. Account

information is supplied to each Affiliate.

7. All members of the coaching staff must hold the correct coaching card for the level that they are coaching at.
8. If a coach is not properly certified by December 31 of the current playing season the following penalties will be imposed:
  - 1<sup>st</sup> offence – written warning to the Association
  - 2<sup>nd</sup> offence – Fine the organization \$100.00
  - 3<sup>rd</sup> offence – Double the fine to the organization

### **C. PLAYER MOVE-UP**

1. In all cases, players who have skills that enable them to dominate play in their natural age classification are to be strongly encouraged to move up to a higher classification so that their hockey skills will be better developed by playing against higher level opponents. Member teams and affiliate associations shall make every effort to accommodate players who request to move up.
2. It shall be required that a player moving up must tryout for and make the highest competitive level team that their team or affiliate association offers in their age classification. If the player is not selected to play on the highest competitive level, the player shall return to their natural age classification for the current season.
3. Refusal by a member team or affiliate association to allow a player to move up may be appealed to the appropriate League Director or NAHA's President once all procedures and appeals have been exhausted with the players team or affiliate association.
4. The League Director or NAHA's President, upon such appeal, shall have the authority to investigate the situation and direct that a move be accommodated, if in the judgment of the League Director it is in the best interest of, 1) competitive balance of the player's natural age classification, 2) further developing the player's hockey skills.
5. The decision of the League Director or NAHA's President in any such matter shall be considered final and not subject to further appeal.

## **SECTION II - ADMINISTRATIVE**

### **A. ORDER OF BUSINESS (REGULAR MEETING)**

- Call to Order
- Roll
- Minutes
- Correspondence
- Persons to be Heard
- Reports
- Officer's Reports (The Officer or Committee Chairperson responsible for the report shall provide a written copy of the report for each Board member prior to the call to order of the meeting.)
- Questions on Officer's Reports
- Committee Reports (Same note as above)
- Questions on Committee Reports
- Old Business
- New Business
- Board Members Comments
- Review time and location of next meeting
- Adjournment

### **B. ORDER OF BUSINESS (ANNUAL MEETING)**

- Seating of Affiliate Board Members
- Election of Directors
- Elections of Officers
- Minutes
- Correspondence
- Persons to be heard
- Reports
- Officer's Reports (The Officer or Committee Chairperson responsible for the report shall provide a written copy of the report for each Board member prior to the call to order of the meeting.)
- Questions on Officer's Reports
- Committee Reports (Same note as above)
- Questions on Committee Reports
- Old Business
- New Business
- USA Hockey Annual Meeting
- Board Members Comments
- Review time and location for the coming year's meetings
- Adjournment

**C. FISCAL POLICIES AND PROCEDURE**

1. Disbursement of NAHA funds shall be by the Treasurer, in accordance with by-laws contained herein, and that only one authorized signature be required on all checks.
2. Financial records shall be maintained by the Treasurer and shall include a receipt and/or request for disbursement for each check.
3. Monthly bank statements will be sent to the NAHA mailing address, initialed by the President and given to the Treasurer to file.

**D. SCORESHEETS**

1. A copy of all score sheets are to be forwarded to NAHA Vice-President no later than 14 days after completion of game sponsored by NAHA; exception - notification of game, match, or gross misconduct penalty.

**E. PENALTY NOTIFICATION**

1. ALL match penalties, incidents involving assaults on referees and/or incidents involving spectators must be reported in writing by a responsible NAHA member team to the NAHA Vice-President no later than 48 hours after such an incident occurs within Nevada, or no later than 48 hours after responsible NAHA member team returns from traveling outside of Nevada.
2. A copy of the infraction will also be filed with the Officials Association, and NAHA.

**SECTION III - GENERAL**

**A. OPEN COMPETITION**

1. No affiliate association can prohibit play, without due cause between their teams and USA Hockey registered teams of equal classification. Such due cause must be made a matter of record and presented to the NAHA Board for decision and action. Any affiliate association that feels it has not been allowed open competition may appeal to NAHA in writing.

## **B. INTRA-STATE COMPETITION**

1. Competition between teams from member associations within Nevada shall be governed by USA Hockey rules, even though individual affiliate associations may have more stringent rules. However, member associations may apply their own additional rules for play in sanctioned invitational tournaments which they sponsor.

## **C. TRAVEL**

1. Notice of travel outside Nevada shall be made to NAHA prior to beginning travel. A NAHA travel permit shall be filled out and the appropriate fee submitted to NAHA's Vice President for approval. A copy of the completed form will then be returned to the team. The team must have the approved form in its possession prior to beginning travel.
2. Approval for travel outside of the United States shall be obtained in accordance, International, of the USA Hockey Annual Guide. (This is a lengthy process and approval should be requested well in advance.)
3. Mite teams shall practice a minimum of 3 times for every one game played with a maximum of 35 travel games per season. Squirt teams shall practice a minimum of 2 times for every one game played with a maximum of 40 travel games per season.

## **D. TOURNAMENT APPLICATIONS**

1. All applications to host a tournament must be submitted at least sixty (60) days prior to the beginning of the tournament.
2. All applications must be accompanied by:
  - a. Appropriate checks payable to NAHA and USA Hockey
  - b. Four (4) copies of tournament rules
  - c. Four (4) copies of the list of invited participants
3. A Tournament Credentials meeting **MUST BE HELD PRIOR TO THE START OF THE TOURNAMENT**. Team rosters must be matched with IMR's and official USA Hockey Roster. A NAHA officer or appointee may be present.
4. Tournament applications are available from the Associate Registrar through the cyber sport software.



5. Late fees: If a tournament application is not received no less than sixty (60) days prior to the start of the tournament, the following late fees will apply in addition to the tournament application fee:
  - a. Zero (0) to seven (7) days prior to the start of the tournament - \$100.00- USA Hockey
  - b. Eight (8) to thirty (30) days prior to start of the tournament - \$75.00- USA Hockey
  - c. Thirty-one (31) to fifty-nine(59) days prior to start of the tournament - \$50.00 – USA Hockey
6. NAHA Tournament Fees:
  - a. Non Profit Entity - \$25.00 / NAHA
  - b. For Profit Entity - \$50 / NAHA

**E. PLAYER RELEASE FORM POLICY**

1. Affiliate Associations shall use the USA Hockey Player Release Form which can be obtained from the District Sub-Registrar.
2. When a player leaves an affiliate association owing money, that player shall only be held responsible for past dues owed of up to 90 days unless there is a written agreement specifying otherwise with the affiliate association. All players are responsible for registration fees, prorated league/tournament fees. Each affiliate association shall provide NAHA a list of players owing money at the end of each season.
3. The receiving affiliate association shall deny registration to that player or, if player is already registered, shall declare player ineligible until such time as funds have been reimbursed and a Player Release Form has been received.
4. If the debt is not in dispute, and the receiving affiliate association does not cooperate as stated in Item #3 above, then the entire matter shall be referred to the NAHA Disciplinary Committee for review.
5. However, if monetary amount due is in dispute, NAHA shall collect same in the form of certified check and hold same in trust. The entire matter shall then come before the Disciplinary Committee of the NAHA Board at its next regularly scheduled meeting. During this period of time, and only after the dispute amount has need deposited, shall player be eligible to participate with his team.

## **F. OFFICIAL(S) SANCTIONING/SUSPENSION**

1. No NAHA member association shall schedule or use officials for games under its jurisdiction who have been suspended or sanctioned by any of the following:
  - a. USA Hockey
  - b. Officials governing affiliate association
  - c. NAHA Discipline Committee
2. Any scheduling ban for an official(s) imposed on NAHA member associations shall remain in effect until the official's sanction or suspension has been satisfied or upon successful appeal of NAHA Discipline Committee sanction to the NAHA Board.
3. Sanctions or suspensions imposed by the officials association or USA Hockey are not eligible for appeal or review by the NAHA Board.
4. Any player to official, or team to official confrontation, altercation, or incident resulting in a penalty to the player or team official, is automatically subject to review by the NAHA Discipline Committee or NAHA's Vice President, shall require a written report to the NAHA's Vice President within forty-eight (48) hours of the incident from the official(s) involved in the incident, that the official(s) conduct was inappropriate, the official(s) involved in the incident shall be listed as suspended and those official(s) shall not be scheduled for any games under the jurisdiction of any NAHA member association. Any suspension imposed by NAHA shall remain in effect until the suspension has been served or until the suspension has been successfully appealed to the NAHA Board.
5. An official's conduct is subject to review by the NAHA's Vice President or designee only upon receipt of a written report submitted by the official(s) describing the incident or altercation resulting in a penalty being imposed by the official(s) that is automatically subject to review by the NAHA Disciplinary Committee, or NAHA's Vice President or upon receipt of written request for review, directed to the NAHA Disciplinary Committee or NAHA's Vice President from a player or team official describing the official's conduct in question and which is determined to be of sufficient merit to warrant full NAHA Disciplinary Committee review by any two members of the NAHA's Board.

## **SECTION IV - COMPETITIVE TEAM LEAGUE REGULATIONS**

These regulations apply to all affiliate associations with teams. The objective of a state league for competitive teams is to provide open competition for all the teams within the state at the competitive level in which they intend to register in USA Hockey (or within the state for squirts and below). The League should also provide participating teams with a regulated competitive environment that will encourage them to improve both their team and individual hockey skills. A League Handbook will be distributed to all participating teams and its contents will constitute the official League Rules.

### **A. LEAGUE OFFICIALS**

1. In the event a League Commissioner is appointed by the President and approved by the Board of Directors. The Commissioner is responsible for all the affairs of the league. The Commissioner shall appoint the other league officials and provide a list of the appointments to the Board of Directors for approval. When the Commissioner deems it necessary to replace a League Official, he/she will do so and notify the Board at the next scheduled meeting. The League Commissioner will be responsible for publishing the League Handbook. The League Commissioner will serve on the Discipline Review Committee.
2. League Director - Will be responsible for assisting the Commissioner, and will assume his/her duties in their absence. Is also responsible for the scheduling of games. May also serve as a Division Director.
3. Division Directors - Will be responsible to the Commissioner for the affairs of the respective divisions. Specific responsibilities include developing the schedule of games with the cooperation of the participating teams for submission to the league director, inter-league communication, compilation of statistics, and dealing with grievances, protests, and disciplinary matters within the division.
4. Statistician - Will be responsible for all team and individual statistics, as determined by the Division Director.

### **B. LEAGUE ORGANIZATION**

1. All member associations that have a desire to place a team in the league shall notify the Commissioner as soon as practical, but not later than the announced date of the organizational meeting for that division. Any team not in the league shall not participate in the State Tournament. Late forming teams may apply to the League Commissioner after the organizational meeting, but admission is subject to not less than two-thirds majority vote of approval by the participating teams in the respective division. In no case shall the application be considered after one-half of the scheduled games have been played.

2. Each division director will conduct an organizational meeting. The meeting will be for the purpose of determining:
  - a. format of the games,
  - b. league schedule
  - c. awards,
  - d. whether statistics will be kept & method of collection
  
3. Participating affiliate associations shall send a representative to the announced meeting to schedule games for the respective division. This representative shall have the ability and authority to commit their respective teams to the developed schedule and to give the ice times that the affiliate association can provide for League play. Tournament games cannot be counted as a League game.
  
4. Each Division shall remain pure and contain teams only within that age division.
  
5. The Division Director shall submit the schedule to the League Director for final coordination and approval. Upon the League Director's approval, the schedule becomes a commitment for the participating teams and affiliate association. Failure to play a game on an approved schedule without the approval of the League Commissioner are intentional forfeits as determined by the league Commissioner shall result in the ineligibility of the offending team to play in any State Tournament for that season. The League Commissioner shall enforce this action by notifying the offending team in writing and notifying the Vice-President and the Board of Directors of this action. All decisions of the League Commissioner may be appealed to the State Board of Directors.
  
6. Recommended season lengths are:
 

Midget	Mid September	- Mid December
Bantam	Mid September	- Mid February
Pee Wee	Mid October	- Mid February
Squirt	Mid October	- Mid February
Mite	Mid October	- Mid February
  
7. There will be a minimal charge of \$50.00 per team to participate in the league for the purpose of paying for administrative expenses of the League and any awards. Game expenses, normally ice fees and referees, shall be split evenly between the teams playing the games.

## **C. LEAGUE PLAY**

1. All game misconduct penalties shall be reported by the referee in a separate report and by phone to the Division Director and the Discipline Committee. Any game misconduct penalty incurred in a league game shall be served at the next game, League or non-League, played by that team to comply with the USA Hockey rule for serving misconduct penalties. If there is an intervening non-league game, the penalty would also have to be served at the next scheduled League game. Conversely, a game misconduct penalty incurred in a non-League games would be served in the next sanctioned game, league or non-League, thereby complying with both League and USA Hockey requirements. Players serving game misconduct must be noted on the score sheet. The Division Director will ensure game misconduct penalties are administered.
2. Gross misconduct or Match penalties shall be reported by the referee by phone, within 48 hours, followed by a written report to the Division Director and the Discipline Committee within 48 hours. Any player or team official receiving such a penalty shall be suspended from any further USA Hockey sanctioned games or practices as described in the Official Playing Rules. Any player serving a gross misconduct or match penalty must be noted on the score sheet. The Discipline Committee shall determine the appropriate actions and be responsible for enforcement.
3. End of season League penalties will be served at the next game played.
4. Awards and recognition's shall be determined at the organizational meeting of each division. Whenever possible, an All Star game should be organized for each league. Selection procedures shall be determined at the organizational meeting. Every team should be represented.
5. Divisions that allow checking should adhere to the guidelines of four hours between scheduled games.
6. The Division Director shall ensure that the teams adhere to the agreed upon and approved format for games. He/she may, however, change the format is both teams agree.

## **SECTION V - DISCIPLINE REVIEW COMMITTEE**

- A. The Board of Directors shall annually create a Disciplinary Committee composed of a Chair, appointed by the President, the League Commissioner and a minimum of four (4) members including a Vice-Chair appointed by the Committee Chair. The Board of Directors, by simple majority vote, may overrule the selection by the President, or of individual members by the Chair of the Committee.

- B. The Committee through its chair is directly responsible to the President, and through the President, to the Board of Directors of NAHA in performing its functions.
- C. Committee decisions may be made by as few as three (3) of the members if there are abstentions, absences, or conflicts of interest. Committee actions and decisions are to be based on a simple majority vote. However, no decision or action is to occur without participation, and voting in the proceedings at issue by at least three (3) members of the committee. In situations where a tie vote is possible, a vote by the Chair will be reserved, and occur only as a tie breaker. The Chair may note conflict of interest or appearance of conflict of interest and excuse him/herself or request another member of the Committee to excuse him/herself from the proceedings in which the conflict or appearance of conflict is thought to occur. Members pro tempore will be appointed by the Chair as necessary to compensate for abstaining or absent members, and conflict of interest exclusions. The Vice-Chair will serve as Chair should the appointed Chair be absent, or in a conflict situation.
- D. The general business of the Committee is to be conducted in open session; general business conducted by telephonic communication is to be available to the public upon request. Any hearing involving a disciplinary or other similar action of a confidential or quasi-confidential nature shall be conducted in closed session with those present being members of the Committee and:
  - a. The person against whom an action is being considered (including a parent (s) or designated guardian and/or coach for players); and or
  - b. Designated representatives of the team or NAHA affiliate against whom an action is directed; and/or
  - c. The aggrieved person, including parents or designated guardian and/or coach for players, team or affiliate involved. Individuals providing testimony in such proceeding shall appear in the proceeding alone, and be excused providing testimony.
- E. The deliberation of the Committee in session will be duly recorded and a written copy of same will be provided to the President of NAHA, no later than the next regular session of the NAHA board of Directors. Only the decision of the Committee is to be public, all such decisions being announced through the President, except that parties to the action may be apprised of committee decisions and recommendations to the NAHA Board of Directors for action.

- F. Committee actions can be initiated by:
- a. Notice to the Chair of an infraction of USA Hockey or NAHA rules that could require a game misconduct, match or gross misconduct penalty, by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated game score sheet or other appropriate written notice;
  - b. A request from the NAHA President;
  - c. A tournament Director;
  - d. A designated member of the Tournament Disciplinary Committee.
- G. The Committee will respond/act on any such notification at its next regularly scheduled meeting, or as soon thereafter as all pertinent materials and persons involved in the issue at hand can be assembled.
- H. Scheduled meetings of the Committee will be once a month from September through March. Ad Hoc meetings for specific issues may be called by the President, NAHA or the Chair at any other time during the full calendar year.
- I. Any person or team who consider themselves aggrieved by sanctions imposed by the Committee may appeal that decision to the NAHA Board of Directors. Written appeals to a decision or action of the Committee must be received by the President of NAHA within fifteen (15) days of notification of the decision of the Committee (or on Monday following the 15th days if Friday) for consideration. Such appeal must be accompanied by all written documentation from the original proceeding. The President, NAHA, will present the appeal to the full Board of Directors at the Board's next regularly scheduled meeting for reconsideration, and will be responsible for all appeal proceedings and actions.
- J. Any imposed match or gross misconduct penalty not successfully appealed, that cannot be served in its entirety in the hockey season (September 1 -August 31) in which it was assessed, will carry over to the following season for completion or implementation, any change in USA Hockey Association by the player so penalized notwithstanding.
- K. Committee actions and decisions will be based on USA Hockey published rules and regulations, NAHA rules and regulations, specific tournament rules and regulations, and generally accepted policies for implementation of all such rules and regulations.
- L. Penalties imposed by the Committee may affirm the original penalty imposed by a game official, or may be additional to that penalty at the discretion of the Committee.

## **SECTION VI – POLICIES**

### **SEXUAL ABUSE POLICY**

It accordance with USA Hockey policy, it is the policy of Nevada Amateur Hockey Association that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, clinics, tournaments, or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer, or independent contractor for the sexual arousal or sexual gratification of either the minor participant, or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey, Inc., Nevada Amateur Hockey Association, its sanctioned programs and/or the programs of its affiliate association.

### **PHYSICAL ABUSE POLICY**

It accordance with USA Hockey policy, it is the policy of Nevada Amateur Hockey Association that there shall be no physical abuse of any participant involved in any of its sanctioned programs, clinics, tournaments or any other USA Hockey events by any employee, volunteer, or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

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



## **SCREENING POLICY**

It is the policy of Nevada Amateur Hockey Association that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by Nevada Amateur Hockey Association (NAHA) before he/she is allowed to have routine access to children in NAHA programs. Further, it is the policy of NAHA that it will require its affiliates to adopt this policy as a condition of its affiliation with NAHA.

A person may be disqualified and prohibited from serving as an employee or volunteer of NAHA if the person has:

1. Been convicted (including crimes of the record of which has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;
4. Had their parental rights terminated;
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
6. 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; or
7. Has a history of other behavior that indicates they may be a danger to children in NAHA.

## **ZERO TOLERANCE POLICY**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. The campaign is designed to require all players, coaches, officials, team officials and administrators to maintain a sportsmanship 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 linesman:

### **PLAYERS:**

A minor penalty for unsportsmanship 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.
4. Any time 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 unsportsmanship 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.
4. Any time 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, sportsmanship like, 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.

## **Whistleblower Policy**

This **Whistleblower Policy** of Nevada Amateur Hockey (“NAHA”): (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of NAHA; (2) specifies that NAHA will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** NAHA encourages complaints, reports or inquiries about illegal practices or serious violations of NAHA’s policies, including illegal or improper conduct by NAHA 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 NAHA has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** NAHA prohibits retaliation by or on behalf of NAHA against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. NAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Insofar 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.

3. **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 inquiries. They should be directed to NAHA’s President or Treasurer immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Secretary. NAHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that NAHA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Adopted: August 1, 2011

## **Conflict of Interest Policy**

It is in the best interest of Nevada Amateur Hockey (NAHA) 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 NAHA identify situations that present possible conflicts of interest and to provide the NAHA 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 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 NAHA 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 NAHA 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 NAHA. 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 NAHA. 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 Pacific District 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 NAHA.

**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 NAHA or a major donor to NAHA or anyone else who is in a position of control over NAHA who has a personal interest that is in conflict with the interests of NAHA.
- 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 NAHA is not a Contract or Transaction.

### **3. Procedures.**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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 NAHA 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.

- f. Interested Persons who are not members of the Board of Directors of NAHA, 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 NAHA's 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 NAHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of NAHA 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 NAHA 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: \_\_\_\_\_

Adopted: August 1 , 2016

**Nevada Amateur Hockey Record Retention Policy**

**Policy.** Nevada Amateur Hockey (“NAHA”) 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 Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years
Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent

**Bank Records**

Bank Reconciliations	3 Years
Bank Statements	7 Years
Canceled Checks	7 Years
Checks for Capital Purchase & Important Contracts	Permanent

Electronic Payment Records	7 Years
Petty Cash Vouchers	3 Years

**Corporate Records**

Board Minutes	Permanent
Bylaws, Articles of Incorporation	Permanent
Business Licenses	Permanent
Contracts – Major	Permanent
Legal & Tax Correspondence	Permanent
Contracts – Minor	Life + 4 Years
Insurance Policies, Accident, Claims	Life + 4 Years

Adopted: January 8, 2013

**SECTION VII - STATE TOURNAMENT**

**A. GENERAL**

1. It is the policy of NAHA to hold a Nevada State Championship at the end of the regular playing season to determine state champion at each respective age level, and/or determine a state representative to the USA Hockey District tournament.
2. State Championship tournaments shall be completed by May 1, or earlier.
3. Participants should be representative of the caliber of play expected at the level of hockey for which the tournament has been established.
4. State Championship tournament entry fees will be set by the NAHA board of directors no later than the fall meeting.
5. A tournament entry fee will be assessed by NAHA to each team.
6. No refunds will be granted, unless approved by the NAHA Board of Directors. When a team accepts an invitation to play in a tournament, that team incurs a responsibility to participate in the contest. Any team withdrawing from the tournament after playoffs begin will not be eligible for a refund.
7. Teams who intentionally forfeit a game in a tournament shall be disqualified for the tournament. Unintentional forfeits caused by travel, weather, or factors beyond the control of the team shall not result in enforcement of this rule. The State Tournament Director shall make the final decision on this issue.
8. A spectator entry fee may be assessed by NAHA.



9. If a state tournament is played to determine a State Champion and/or representatives to advance to a District or National Tournament, that team must have completed eighteen (18) games prior to the State Tournament.
10. Each NAHA team playing in a State Championship tournament must, if their playoff ranking qualifies them to do so, advance and play in the USA Hockey District Tournament and/or National Tournament. By qualifying at the District Tournament, they may advance to the National Tournament.
11. A NAHA affiliate association not willing or able to participate, if qualified in a District or National Tournament, shall not participate in the NAHA State Championship Tournament. Failure by a team to advance, if qualified to the next higher tournament level, shall subject the NAHA affiliate of which they are a member, to suspension in future State Championship Tournaments.

**B. REQUIREMENTS OF HOST AFFILIATE ASSOCIATION**

1. Any NAHA member in good standing may host a NAHA state championship tournament.
2. NAHA shall consider rotating the tournament to different geographic areas within the state to ensure participants of any given area are not unduly burdened with excessive travel costs every year.
3. Accommodations and travel arrangements are the responsibility of the visiting team, but the host shall make every endeavor to assist the visiting teams in making suitable arrangements.
4. The host affiliate association shall:
  - a. A sufficient amount of ice time shall be provided by the host to comply with the tournament format listed herein, and to permit the maximum number of games per day per team.
  - b. Be responsible for making arrangements for emergency medical care, insuring that each team is informed of the arrangements. The cost of which is to be the responsibility of the injured player and/or team.
  - c. Be responsible for providing to the State Tournament Director a list of eligible back-up goaltenders no later than the time of the Credentials Committee, or in lieu of this meeting, the list shall be provided at the State Tournament Directors request.
  - d. Appoint a Chairperson, or Tournament Director to assist the State

Tournament Director.

- e. Responsible for providing minor officials for all games. At minimum, this shall include a timekeeper, scorekeeper, two (2) penalty box attendants, and two (2) goal judges per game.

**C. NAHA RESPONSIBILITIES FOR STATE TOURNAMENT**

1. The NAHA Vice-President, or appointee, shall serve as Tournament Director.
2. The State Tournament Director shall furnish a budget for the tournament in the format listed for each age division.  
The following information is required for each age division:
  - Number of teams expected
  - Tournament format
  - Number of total games
  - Number of games per team
  - Ice requirements for each game and cost
  - Total ice requirements for each division
  - Number of referees per game and cost
  - Referee total cost (to include travel costs)
  - Other administrative costs
  - Total costs
3. The NAHA Referee-In-Chief shall be responsible for assigning officials, and coordinating their involvement through the State Tournament Director.
  - a. All tournament games must be officiated by USA Hockey certified officials.
  - b. The NAHA Referee-In-Chief, or designee, shall be in attendance at all games to supervisor on-ice officials.
  - c. NAHA board of directors will determine whether a 2 or 3 man system is best for the level of play scheduled. This is best determined after considering the availability of qualified referees, the expected level of play, and other functions as presented by Referee-In-Chief.
  - d. NAHA will establish the fees to be paid to referees and officials to all state tournaments.
4. NAHA will appoint a Tournament Disciplinary Committee.
5. The Tournament Director shall prepare a tournament schedule based upon the pairings and format set forth, and shall submit to it the NAHA Tournament

Director for approval. The approved schedule must be sent to all participants no later than ten (10) days prior to the first game. Anyone requesting a change in schedule must notify the NAHA Tournament Director within 48 hours of receiving the schedule and any subsequent decisions made by the NAHA Tournament Director with respect to the schedule shall be deemed final.

**D. PARTICIPATING TEAMS' RESPONSIBILITIES**

1. All teams entered into the state tournament must be properly registered, in good standing with NAHA and USA Hockey.
2. Letters of intent by participating affiliate associations/teams shall be submitted to the State Tournament Director. These letters shall be received by NAHA no later than November 1 with the non-refundable tournament fee. Should no state tournament be held in a division, the deposit will be refunded to the affected teams no later than March 1.
3. All participants are required to furnish their own accommodations and transportation.
4. The cost of medical care is the responsibility of the injured player and/or his or her team. Under no circumstances shall USA Hockey, NAHA, the affiliate association, or applicable rink management be responsible for any cost of medical services incurred as a result of a player or spectator being injured while participating in or watching during the tournament.
5. All teams entering NAHA State Championship Tournament MUST agree to participate in all their scheduled tournament games. Teams failing to do so will be subject to suspension and/or other disciplinary action.
6. All teams must be available and prepared to start their games up to thirty (30) minutes prior to the scheduled start time listed in the official tournament schedule.
7. All participating teams must inform the NAHA Tournament Director of their playing colors. The designated home team shall have choice of colors. Each team must be fully uniformed with all players having jerseys of the same color. Each player will have a number on the jersey. Should two teams have the same color uniforms; the host affiliate association will supply jerseys to the home team. The home and visiting teams will be designated in the pairings. Locker room assignments will be made on the final schedule.
8. In the event any player(s) or team(s) participating in a state championship tournament willing damage any property, all costs for repairs or replacement as a results of such damage shall be the responsibility of the team(s) involved and such team(s) shall make arrangements for immediate restitution to the rink or hotel

management. If there are any infractions of this requirement, the NAHA Tournament Director shall make a determination for a possible disqualification of the team(s) involved from the tournament and/or further action by the Tournament Discipline Committee.

9. Each participating team is responsible for submitting their team and player credentials in the proper format to the Tournament Credentials Committee as outlined herein. Failure to comply fully with the Credentials requirement, format and procedures will result in a one (1) game suspension assessed to the Head Coach of the offending team.

#### **E. DISCIPLINARY COMMITTEE**

1. A Protest and Disciplinary Committee shall be appointed by the Tournament Committee. Its members shall not come from the same affiliate association and should be two separate committees. The Referee-In-chief, or his representative, shall not serve on this committee. Both committees shall be approved by the State Tournament Director.
2. The Disciplinary Committee shall be responsible for deciding any action, suspensions, or otherwise, to be taken on a player or team official receiving a match, game misconduct or gross misconduct penalty. Players and teams shall not be given suspensions from further games until given a reasonable opportunity to appear before the committee to relate their version of the incident. Action taken by the Committee shall be reported in accordance with NAHA rules.
3. The Protest Committee shall act expeditiously on all properly submitted protests. Their recommendations shall be forwarded to the State Tournament Director, whose decision shall be final.
4. Protest: No protest shall be made on the playing rules. Otherwise, protests must be registered on the back of the signed score sheets and must contain all of the known facts. Protests not written on the back of the score sheet before final signing and distribution will not be considered by the Protest Committee. The protest must be accompanied by a \$50.00 fee, refundable only if the protest is upheld. Otherwise, the fee will be donated to the host affiliate association. Copies of all protests must be submitted to the State Tournament Director.

#### **F. CREDENTIALING COMMITTEE**

1. A Credential's Committee shall be appointed by the NAHA Tournament Director to verify each team's eligibility in accordance with the USA Hockey Annual guide. Each team is required to furnish the Credential's Committee, prior to the first games and at a time and place established by the committee, the items required by that Committee for tournament eligibility.

2. All teams, including House Level, must show proof of USA Hockey team registration, team roster, medical release forms for each player, and any other required documents to the Credentials Committee prior to the start of the Tournament. Tier I and II teams will show score sheets to support the 8/18 rule. House teams will show a minimum of ten (10) score sheets.
3. Birth certificates for all players must be available at the time of presentation of team papers to the Credentials Committee.
4. All teams must have evidence of current medical/accident insurance. Teams participating in the 17 & under (Midget) age classification or above, must either present a certificate of team insurance (equivalent to USA Hockey) or purchase such coverage.
5. A copy of each team's playing roster shall be available from the Credentials Committee upon request from any of the participating teams. Any challenge of a player's eligibility shall be made before the team plays its first game. Otherwise, no protest will be accepted or allowed. Should the Credentials Committee determine a player to be ineligible before, during, or after the tournament, said player or players shall be ruled out of any remaining games, and the team using the ineligible player(s) shall forfeit any games in which the player(s) participate. Also, if it is proved that the coach and/or manager were aware of the situation; they shall be subject to suspension.
6. A mandatory coaches meeting shall be held no later than one (1) hour prior to the first game of the tournament.

## G. TOURNAMENT FORMAT

- The following format shall be used. If another format is desired, such format shall be submitted to NAHA for approval sixty (60) days in advance of the tournament.

<u>No. of teams</u>	<u>Format</u>	<u>No. of games</u>
2	Best two out of three (no ties)	3
3	Double round robin (RR)	7
4	Single round robin (RR)	7
5	Single round robin	11
6	One Division - Single Round Robin	16
7	Two Divisions - 3 in top play double round robin, 4 in bottom play single round robin; Cross over champ.	15
8	Same as with 6 teams, except with single round robin for teams in each division	15

NOTE: All tournament formats above include a championship game.

- Time periods and penalties (all time in minutes):

<u>Division</u>	<u>Period Length</u>	<u>Overtime Length</u>	<u>---Penalty Length---</u>		
			<u>Minor</u>	<u>Major</u>	<u>Misc.</u>
Mite	12	6	2	5	10
Squirts	12	6	2	5	10
Pee Wee	15	8	2	5	10
Bantam	15	8	2	5	10
Midget	15	8	2	5	10
Junior	15	8	2	5	10
Women	12	6	2	5	10

- Seeding of teams at State Championship tournaments in the proper tournament format shall be done no later than the regular NAHA Board meeting prior to the tournament. The State Tournament Director shall preside over the seeding, which shall be done based on the position of the teams in their respective state league standing. Any team not in the league shall not be allowed to participate in State Tournament play. The tournament schedule, complying with the proper format, shall be given by the host affiliate association to the State Tournament Director showing each game time and place. The teams shall be designated as A, B, C, etc. on schedule.
- Ice shall be resurfaced at least before each game on all levels. The ice shall be

resurfaced before each game or at least after the second period in Pee Wee Tier II and above, and in Pee Wee House and below, Championship games only.

5. Games requiring overtime periods shall allow for subsequent overtime periods if still tied at the end of the first overtime. All overtime is sudden death; that is, the first goal scored wins the game. All initial round robin games shall end in regulation time and not overtime shall be permitted.
6. Round robin standings shall be determined by points; that is, 0 points for a loss, 1 point for a tie, and 2 points for a win. If two or more teams have an equal number of points, their position in the standings shall be determined by:
  - a. The results of the games (head-to-head) played between the teams in the following order:
    1. The points (goals) acquired in these games;
    2. Subtracting goals scored against from goals scored in these games;
    3. Dividing the goals scored in these games by the goals scored against, the positions being determined in order of the greatest quotient.

Forfeits: If a team forfeits one or more games in the tournament, all games it has played shall be recorded as 1-0 victories for the non-offending team(s).

- b. If, after applying the formulas of A 1, 2, or 3, the tie exists, A2 & 3 shall be applied using all games played by the teams tied. The formula shall be applied in order A1, 2, 3 and B until one formula breaks the tie between all of the teams at the same time. The shoot-out procedure shall be used in case of a tie after the first round.
- c. If the above procedure does not break the tie, the teams shall use a shoot out procedure. This will involve each team selecting five (5) players who will alternate taking penalty shots. A toss of the coin will determine which team will take the first shot. If after five (5) players from both teams have completed this procedure, the tie still has not been broken, it shall be repeated with five (5) different players until the standings are determined.

7. Parings of teams, including designation of home and visiting teams, shall be done by the State Tournament Director. Seeding shall be determined by the final league standings. It shall be formatted in accordance with the following: 1 vs 8, 2 vs 7, 3 vs 6, 4 vs 5, etc. It shall be sent to all qualified teams no less than twenty (20) days in advance of the first game by the host tournament committee. Anyone requesting a change in the schedule must notify the Tournament Director within forty-eight (48) hours of receipt. Registered or certified mail, return receipt requested, shall be used to send the schedules to the qualified teams as required above.
8. There shall be a minimum of four (4) hours between games played on the same day, and twelve (12) hours on games played on consecutive days. Time is counted from the end of one game to the start (puck drop) of the next. No waiver shall be granted in championship games, except with the permission of the team that will forfeit its rest period.
9. No team playing their second game of the day shall be required to play the championship game against a team playing their first game of the day.



## Fee Schedule

Membership Registration (online)		\$30/year (USA Hockey)
Coaches Registration (waived if registered as a player)		\$30/year (USA Hockey)
Individual Fees(no charge for 6 and under):		
USA Hockey		\$30.00(USA Hockey)
NAHA		\$ 5.00 per Participant
New Affiliate Fee (Application for membership)		\$500 (NAHA)
Affiliate Renewal Fee		\$100 (NAHA)
Travel Permit:		
USA travel-outside of Nevada		\$10/event (NAHA)
Tournament Fees:	Non-Profit entity	\$25/event (NAHA)*
	For-Profit Entity	\$50/event (NAHA)
	USA Hockey:	
	0 – 7 days prior to start of tournament	\$100/event (USA Hockey)
	8 – 30 days	\$ 75/event (USA Hockey)
	31 – 59 days	\$ 50/event (USA Hockey)

## HAT TRICK, PLAYMAKER & ZERO CLUB AWARDS

USA Hockey awards an emblem to a player, Junior or below classes, scoring three goals in a game or being credited with three assists in a game, or in the case of a goalie shutting out the opponent. For a goaltender to win a Zero club Award, he/she must play the entire game in goal. A player shall receive only one such award a season. The player must be registered on an USA Hockey registered team. The game must in League competition, or a sanctioned Tournament between two USA Hockey registered teams. The game must be officiated by an USA Hockey registered referee. Applications for the award must be made through the Pacific District Associate Registrar. Contact:

**Ed Imes**  
**Associate Registrar**  
**Pacific District, USA Hockey**  
**451 Ransom Road**  
**Walla Walla, WA 99362**