



POTOMAC VALLEY AMATEUR HOCKEY ASSOCIATION, INC.

RULES & REGULATIONS

Amended and Adopted August 26, 2026

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1.0 Registration

1.1 Individual Registration

All participants (players, coaches, managers and volunteers) intending to register with USA Hockey and to participate on a USA Hockey team, or a USA Hockey program within the states of Maryland and Virginia and the District of Columbia must register with USA Hockey for each USA Hockey Annual Registration Period (April 1–March 31) prior to participation in any on-ice activity with such team or program. Participant registration **MUST** be completed online at www.usahockey.com. Individual registration is not complete until the association registrar transmits the confirmation numbers through their USA Hockey Registry.

1.2 Team Registration/Rosters

All Youth teams, Girls' teams, Women's teams, and High School teams must submit to the designated Associate Registrar a *USA Hockey Roster Registration Form (1-T)*. Teams must submit the *USA Hockey Roster Registration Form (1-T)* before playing any games. **All Tier I teams must register with USA Hockey on or before October 15th of the playing season. All other national tournament-bound teams and players must be registered with USA Hockey and must be a member in good standing of an Affiliate association on or before December 31 of the playing season. Player changes to the official team roster for Youth Tier I and Tier II teams and Girls Tier I and Tier II national tournament-bound teams will not be accepted after February 15. If a PVAHA Girls or Youth Tournament is held prior to February 15th, player changes to the official team roster will not be accepted after that PVAHA Girls or Youth Tournament. For games to count in meeting the 18/12 rule, that team's official team roster registration form (1-T) must be certified by the appropriate district registrar or his/her designee prior to that game being played.**

Other teams not listed above may elect to submit to the designated Associate Registrar a *USA Hockey Roster Registration Form (1-T)*. Leagues may also require the USA Hockey Roster Registration Form (1-T) for specified teams. **Leagues may require an earlier date of submission of USA Hockey Roster Registration Forms (1-T) in order to participate as a member team/association in that League.** Local associations/member programs that are not required to submit *USA Hockey Roster Registration Forms (1-T)* (i.e., adult programs) shall keep records of players and coaches participating on teams within that association/program. All rosters issued for a specific season expire on August 31st of that same season. The *USA Hockey Roster Registration Form (1-T)* must include all coaches for the team.

1.2.1 A player must be claimed (via the USA Hockey Registry) by the club registrar for the organization that the player will be playing for that season.

1.3 Failure to Roster Players

A team required to submit a *USA Hockey Roster Registration Form (1-T)*, as specified in section 1.2, shall not play any player in a game who is not properly rostered on that team. A player participating in a sanctioned game who is not rostered on that team will be deemed an ineligible player. The head coach of a team using an ineligible player will be referred to the Affiliate Disciplinary/Dispute Resolution Committee. Game scoresheets with players not properly on a team (an ineligible player) shall not be used for game counts required for any National Tournament team advancing to State Playoffs or to the Southeastern District Tournament.

1.4 Junior Registration

Each player and coach will register online at usahockey.com for each season as specified in the *USA Hockey Annual Guide*.

1.5 Registration Fees

In addition to any USA Hockey fee there is an additional \$8.00 PVAHA Affiliate fee.

- 1.5.1** All USA Hockey and PVAHA fees shall be paid through online registration or submitted in the manner specified annually by the District Registrar or designee.
- 1.5.2** For international competition and travel, teams must contact the USA Hockey District Registrar or Associate Registrar to determine the appropriate fee and paperwork.
- 1.5.3** The Canadian Hockey Association (CHA) insurance is generally not in effect during the period June 1–August 31 of each year. Teams anticipating travel to Canada during the period June 1–August 31 must arrange for other insurance coverage.

1.6 Dual Registration for Tiered Teams

A player shall be rostered on only one (1) USA Hockey team (Tier I Youth/Girls' team, Tier II Youth/Girls' team, or Women's team) eligible to participate toward USA Hockey National Championships. Players may not be rostered on more than one (1) tiered team whether or not that tiered team is a National Tournament Bound (NTB) team whether or not that team is outside of the Potomac Valley Amateur Hockey Association.

- 1.6.1 Exceptions to Rule 1.6:** Girls may roster on both a Youth and Girls' non-National Tournament bound team. Girls may roster on both a youth and girls' roster where one of the teams is National Tournament bound and the other is non-National Tournament bound. Girls may also roster on both a Youth and a Girls' NTB team, however, the player must declare in writing to her USA Hockey District Registrar or the Affiliate Associate Registrar, by December 31 which NTB team she wishes to be eligible for in order to advance to any State, Affiliate, District, or National Championship. If the player does not indicate which team she wishes to be eligible for State, Affiliate, District, or National Championship, the District Registrar shall have the final authority to certify the eligibility of any such player solely on the basis of the date the earliest *USA Hockey Roster Registration Form (1-T)* was received.

1.6.1.1 A girl rostered on both a Girls' team and a Youth team who declares the Girls' team as her National Tournament bound team may participate in Youth team league playoffs so long as the Youth league playoffs play no role in the selection of Youth teams to advance to any State, Affiliate, District or USA Hockey National Tournament. If the girl chooses her Youth team, she may participate in Girls' league playoffs as long as those playoffs play no role in selection of Girls' teams advancing to Affiliate, District or USA Hockey National Tournament.

- 1.6.2** High School players and players on Middle School teams may participate on either his or her USA Hockey registered High School or Middle School team in addition to a Youth/Girls' Tier I or Youth/Girls' Tier II team.

1.7 Spring Teams

The regular season for Youth and Girls' age classification teams is generally September 1 through the conclusion of the USA Hockey National Championships of the following year. The period from the conclusion of the USA Hockey National Championships through August 31 of that same year shall be considered the "Spring/Summer hockey season." During the Spring/Summer Season players may play at the age classification that they will play during the regular season that starts in September. Teams established to play during the Spring/Summer hockey season must submit a *USA Hockey Roster Registration Form (1-T)*. Coaches must be certified at the level of the Spring/Summer 1-T roster. Spring/Summer team rosters will be considered void after August 31.

1.7.1 Any personal communication or outreach to an individual player for the purpose of playing on a spring/summer team shall not occur before February 1st of the current year. Violations will fall under Rule 3.0 Tampering and Player Release Obligations Section 3.2.

1.7.2 The regular season for high school teams generally runs through the start of the high school spring sports season (March). The USA Hockey sanctioned high school scholastic hockey leagues currently located within the Affiliate (CSHL, MSHL and NVSHL) do not participate in the Spring/Summer hockey season and the high school scholastic hockey leagues exercise no supervisory role or disciplinary responsibility for high school affiliated teams that play games during the Spring/Summer hockey season. Spring/Summer leagues allowing high school teams to participate shall exercise supervisory and disciplinary responsibility for any high school teams that participate in the Spring/Summer leagues.

1.8 Invitational Tournament Team

An Invitational Tournament Team is a Recreational team formed for the limited purpose of playing in a tournament and is composed of players currently and regularly playing games on another team or teams. Tournament teams must complete a *USA Hockey Roster Registration Form (1-T)* and ensure that all participants (players and coaches) are properly registered with USA Hockey. **During the regular season (September 1–March 15) only players from the same association may be rostered on invitational tournament teams. Any exceptions must be with specific agreement of the player’s regular season Association President, the appropriate Associate Registrar and the Affiliate President by email.** During the regular season (September 1–March 15) requests to sanction an invitational tournament roster will only be accepted from current Affiliate member associations. Teams registered as invitational tournament teams may not seek to play the equivalent of a full fall/winter schedule.

Refer to Rule 3.2 for sanctions of violations to this rule.

1.9 New Member Associations

New organizations seeking to register youth and/or girls’ teams with USA Hockey and the Affiliate for play during the regular season (September 1–March 15) must submit the *PVAHA New Member Association Application for Membership* to the Affiliate president and to the applicable Associate Registrar by December 31 of the prior year. The *New Member Association Application for Membership* may be obtained from the Affiliate or printed from the Affiliate website. The Affiliate will review and act on the *New Member Association Application for Membership* at an Affiliate meeting during the month of January. USA Hockey Registration software will generally only be provided to associations registering three (3) or more teams. **PVAHA is committed to fostering a welcoming environment through a diverse, equitable and inclusive game, and the Affiliate may waive the 3 or more-team requirement for programs seeking to grow membership in nontraditional marketplaces or membership populations.** NOTE: Only teams specifically sanctioned as Tier I (AAA) by the Affiliate may register as Tier I (AAA) teams or make reference to their team(s) or association as Tier I (AAA).

1.9.1 The *New Member Association Application for Membership* must at a minimum contain and furnish the following information:

- Name of the Association.
- Location.
- Names, addresses, email address and phone numbers of principal officers.
- Proposed number and level of teams.

- Ice rinks that will be utilized by the organization and certify that the organization has sufficient ice to operate.
- All prescribed fees.
- A signed PVAHA *Affiliate Agreement* confirming compliance with all provisions of the Articles, Bylaws and Rules and Regulations of both USA Hockey and PVAHA.
- A statement of the geographical area where the organization anticipates fielding players.
- The applicant's plans to expand player membership within the geographical area the applicant seeks to serve.

1.9.2 The Affiliate may refuse association membership to an organization that fails to comply with the requirements of this rule, that fails to furnish documentation and other information requested or that fails to follow and comply with bylaws, rules and policies of USA Hockey and PVAHA. If approved by the Affiliate board the applicant will first be granted probationary member status for a period of two (2) years. Upon completion of the 2 year period of probationary membership status, the new member association will file for application of permanent member status by December 31st of that year to be considered by the Affiliate for final approval. Factors to be considered by the Affiliate after the period of probationary member status include, but are not limited to:

- Whether the association abided by all rules, bylaws and policies of USA Hockey, PVAHA and any league that teams played in during the probationary period.
- Whether all association coaches are properly certified, SafeSport trained, and background screened.
- Whether the association satisfied all financial obligations.
- Whether the association recruited players from other associations or added to the base of players'
- Whether the association acted as a good citizen in the local hockey community.

1.9.3 A new probationary member youth association must have at least three (3) teams the first two years of probationary status and must demonstrate the means to sustain or expand this number of teams in the future. A new girls' association must have at least two (2) teams for the first two years of probationary status. **PVAHA may waive the 3-team requirement for youth associations and 2-team requirement for girls' associations for programs seeking to grow membership in nontraditional marketplaces or membership populations.** PVAHA may continue the probationary membership status of an organization after the second year if the Affiliate determines that the probationary member association needs to make changes or adjustments in the operation of the organization. PVAHA may also set terms and conditions for the probationary member association to remain a member association within the Affiliate.

1.10 Leagues Recognized by PVAHA

PVAHA recognizes the Chesapeake Bay Hockey League (CBHL), the Capital Corridor Hockey League (CCHL), the Maryland Student Hockey League (MSHL), the Northern Virginia School Hockey League (NVSHL) and the Capital Scholastic Hockey League (CSHL) as organized PVAHA member leagues operating within PVAHA under the provisions of PVAHA By Law 8.0 for the purpose of scheduling Tier II, Travel and High School league games between USA Hockey teams registered within PVAHA.

2.0 Team Classification

2.1 General Classifications

Teams shall be registered based upon the age and team classification set forth in the *USA Hockey Annual Guide*.

2.2 One National Governing Body

A Youth or Girls’ association must register all players and teams with USA Hockey. A Youth or Girls association may not register some player/teams with USA Hockey and other teams with another national governing body. Any Youth or Girls’ association that registers players/teams with another national governing body is no longer in good standing with the Affiliate.

2.3 Youth Teams

Youth Teams shall be registered in the following categories:

- a) Tier I
- b) Tier II (National Tournament Bound teams only)
- c) Travel
- d) House/Recreational
- e) Cross-Ice/Half Ice

2.4 Tier I/AAA Teams

USA Hockey does not recognize Tier I classification for 8U, 10U and 12U teams. Affiliate Tier I sanctioned member associations may advertise and register 12U, 11 Only and 10 Only travel (major and minor) to provide a feeder to their Tier I programs.

The recognized Tier I age classifications within the Affiliate are as follows:

Youth Thirteen Only (13O)	Girls Fourteen & Under (14U)
Youth Fourteen & Under (14U)	Girls Sixteen & Under (16U)
Youth Fifteen Only (15O)	Girls Nineteen & Under (19U)
Youth Sixteen & Under (16U)	
Youth Eighteen & Under (18U)	

Tier I association teams at 12U, 11 Only and 10 Only will be registered as “Travel” teams. All other teams (13 Only and older) must be registered as “Tier I” and “National Tournament Bound.” 9U birth year players cannot be rostered on a 10 Only team; 10U birth year players are only eligible to be rostered on a 10 Only team.

2.4.1 Statement of Principle for Tier I Teams/Programs: The following principles shall guide the Affiliate, its officers, committees and member teams and associations in decisions regarding the application of rules relating to Tier I programs:

- Tier I classification is reserved for teams and associations that demonstrate the ability to field teams capable of consistently playing competitively at a Tier I level of play.
- Associations and teams should encourage their members to play at the most competitive level at which they are capable of playing.
- The Affiliate believes that the number of teams competing at the Tier I level should be limited in a manner that results in the Affiliate sending highly competitive teams

to Southeastern District Playoffs and National Championships, as well as highly competitive players to Junior and Collegiate programs.

- Tier I organizations shall operate independently of Tier II organizations so as to best ensure the competitiveness of Tier I teams. Tier I organizations must register teams and players under the USA Hockey association code issued for that Tier I organization. Tier I organizations must be separate and distinct from any Tier II organization with its, own corporation or business or not-for-profit status, and independent bank accounts. This philosophy shall not be construed to discourage multiple organizations from sponsoring or supporting an independently funded and operated Tier I organization.
- The area of operations of a Tier I program should have a sufficient player population to support the development of Tier I play in that geographic area.
- Tier I Programs must fully support the USA Hockey American Development Model.

2.4.2 Affiliate Jurisdiction: The Affiliate shall be the sole governing body to grant Tier I status to a member association or team. To maintain the competitive level of play the Affiliate may limit the number of Tier I teams and programs.

2.4.3 Tier I Associations: Tier I organizations may only hold team practices and home games at authorized rinks. Any changes in authorized ice rinks must be approved by the Affiliate before the organization holds any activity at another Affiliate rink facility. The Affiliate currently recognizes the following Tier I programs:

- **Team Maryland** (Youth Teams) — Rockville Ice Arena, Piney Orchard, The Gardens Ice House, Cabin John, and Ice World
- **Washington Little Capitals** (Youth Teams) — ION Training Center
- **Washington Pride** (Girls Teams) — Rockville Ice Arena and Cabin John

Current Tier I associations seeking to expand their organization by adding Tier 1 Youth or Girls teams must apply to the Affiliate by December 31st for the upcoming season. They will need to provide the Affiliate with the basis for the requested expansion as well as information to consistent with rule 2.4.5. The Affiliate shall seek to act on such application by March 1, consistent with section 2.4.5.1.

2.4.3.1 Tier I organizations within the Affiliate may agree to combine teams at 16U and 18U age levels.

2.4.3.2 The Affiliate will review the status of Team Maryland, the Washington Little Capitals and the Washington Pride every two years to ensure that Affiliate Tier I organizations follow Affiliate rules and that continued operation of Tier I teams by each of the aforementioned organizations promote the goals and principles of the Affiliate as set forth in Affiliate rules and the USA Hockey American Development Model. Tier I organizations must document to the Affiliate each season by July 15th that they met this minimum practice ice requirement.

2.4.4 Tier I Residency Restrictions: The residency status of a minor age player shall be the same as at least one of the minor's parents or legal guardians.

Should a player not be residing with a parent or legal guardian but rather residing at a residential boarding school, the player can be considered the resident of either the affiliate where the residential boarding school is located or where the parents live. Residential boarding schools are defined as accredited schools where players attend classes in a supervised, on campus, room and board environment. A player living with a billet family

or living in a hotel or other alternative living arrangement will not change the player's residency for the purposes of this residency definition. Any dispute over whether a program or school fits the definition of a residential boarding school shall be determined by a three-member committee comprised of the Youth Council Chair, the Girls Council Chair and the Registrar's Section Chair, or their respective designee(s).

The residency status of a player 18 or older shall be where the player lives.

- 2.4.5 Tier I — New Association Application:** The Affiliate is familiar with the Tier I Standards and Criteria set forth in the *USA Hockey Annual Guide*. As set forth in Rule 2.4.3 the Affiliate has determined that Team Maryland, the Washington Little Capitals, and the Washington Pride programs currently provide sufficient Tier I opportunities for Affiliate players. Nevertheless, the Affiliate from time to time will review the status of Tier I play and player registration to determine if additional Tier I programs are appropriate for this Affiliate. A new organization seeking Tier I sanctioning by the Affiliate shall furnish, no later than December 31st for the upcoming season, the following:
- An operating plan and proposed budget;
 - The number and level of Tier I teams planned;
 - Identify the player pool within the Affiliate that will be used for players
 - The head coach for the team(s), (if known);
 - The league in which the team(s) will play;
 - Identify other participating associations within the league;
 - Indicate how the program supports the USA Hockey American Development Model;
 - To the extent possible provide information on an anticipated schedule of play.

2.4.5.1 The Affiliate shall seek to act on any such Tier I application by March 1. All new applications will be reviewed taking into consideration the potential impact that granting Tier I status to the applicant will have on the already approved and operating Affiliate-sanctioned Tier I and Tier II organizations and whether the applicant can demonstrate the ability to field teams capable of playing competitively at a Tier I level of play. Tier I designation is granted by the Affiliate only to new hockey associations that can demonstrate the following:

- A clear mission statement that defines objectives for the organization, teams, players, and coaches;
- A 3–5 year plan that outlines specific player development and placement plans;
- A player pool that can compete at the Tier I level at multiple age levels and will not undermine already existing Tier I and Tier II programs within the Affiliate;
- A financial and business plan.

- 2.4.6 Tier I Open Tryouts:** All Tier I teams must have open tryouts. A player may be charged a reasonable fee to participate in an Affiliate-sanctioned association's Tier I tryouts, but a player shall not be required to join that Tier I association in order to participate in any tryouts. An association holding a Tier I tryout shall furnish all tryout participants a written statement of the player's responsibilities if he/she should be selected and joins the team to include the anticipated total annual cost to participate on that team (association dues plus an estimate of any additional team assessments), travel requirements, information on the league or anticipated schedule and the name and qualifications of any coaches already selected.

Effective as of August 1, 2024 all USA Hockey Rules and Regulations requirements for Tier I Tryouts/Player Selection, Player Agreements, Team Rosters, Signing Players, Recruiting, Tampering and Tryouts as set forth in Section III B of *USA Hockey Annual Guide Rules and Regulations* apply to all Affiliate Tier I Associations, Teams, Coaches, and Players. Leadership of all Tier I programs operating within the Affiliate are required to be familiar with the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* and review the requirements of those provisions of the *USA Hockey Annual Guide Rules and Regulations* with all team coaches. Sanctions for violating the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* may include suspension of a coach for a minimum of one year and exclusion of a Tier I program from participating in Affiliate, District or National Tournament play and/or loss of the ability to field USA Hockey Sanctioned at a/all playing level(s). Incidents that involve Tier I player agreements, tryouts or tampering by a Tier I coach or a Tier I program will be referred by the Affiliate to the USA Hockey Affiliate Presidents Review Subcommittee for investigation and disciplinary action.

2.4.7 Tier I Games: To be eligible to participate in an Affiliate Tier I playoff at an age classification, the Association must certify to the Affiliate President or his/her designee that it plays within a Tier I league or that a majority of games played by that team during the season are played against duly registered and recognized Tier I teams within or outside of the Affiliate.

2.4.8 Tier I Associations Tier I Associations are limited to registering (1) team per each Tier I age classification as set forth in PVAHA Rule 2.4. Tier I Associations may not register independent or all-star teams under their association code as Tier I teams.

2.5 Statement of Principle for Tier II Teams/Associations, Travel Teams and Recreational Teams

Tier II Youth or Girls teams, travel teams and recreational level teams should be community/locality based teams. Tier II teams, travel teams and recreational teams may not roster players residing outside the Affiliate unless a waiver is obtained from the Affiliate. The residency status of a minor age player shall be the same as at least one of the minor's parents or legal guardians. The waiver request process for out of affiliate Tier II, travel or recreational players and teams is set forth in Section III. F. of the Rules and Regulations of the USA Hockey Annual Guide.

2.5.1 Only those teams which are recognized by the Affiliate as National Tournament Bound (NTB) shall be categorized as Tier II. All other teams shall be categorized as Travel.

2.5.2 Tier II Associations must demonstrate the ability to field and sustain teams in at least three (3) age levels Youth14U-18U and/or Girls 14U-19U. Tier II Associations should generally be able to register 60 youth players participating during the regular season (September 1–March 15) at multiple age levels. If the Association is unable to register the number of players and teams specified in this rule the Affiliate may place the Association on probation. Exception to the number of players required by a Tier II Association may be granted by the Affiliate and the Affiliate Board should give special consideration to smaller hockey markets where the Association is demonstrating growth. Tier II Associations must be able to demonstrate a viable feeder system of players such as affiliation with a house league or a learn to play program. Tier II Associations should have a Board of Directors and the association must provide Association rules and policies to players participating in the Association.

- 2.5.3** Defining specific boundaries for Tier II Associations is impossible at this point when we have a large number of ice facilities in the greater metropolitan area. Tier II Associations must keep in mind that association teams should be community/locality based teams. The Affiliate may refuse to register a Tier II team that attempts to draw and register players from a broad geographical area that crosses areas already served by other Tier II Associations. Tier II Associations may not register independent or all-star teams under their association code as Tier II teams. All teams and players registering through a Tier II Association must be true members of that Association. Factors that may be considered by the Affiliate in determining if a team is an actual member of an association or an independent team include, but are not limited to, the location of practice(s) for the various teams, how funds are collected from the players for participation on teams, the uniform/name used by the teams, the ice contracts for ice utilized by all teams, and the association rules, policies and other documents governing association teams and members.
- 2.5.4** The Affiliate may reject the registration of any Tier II teams or Associations that fail to meet the requirements of this rule.
- 2.5.5 Tier II Teams:** The recognized Tier II Age classifications within the Affiliate are:

Youth Ten & Under (10U)	Girls Ten & Under (10U)
Youth Twelve & Under (12U)	Girls Twelve & Under (12U)
Youth Fourteen & Under (14U)	Girls Fourteen & Under (14U)
Youth Sixteen & Under (16U)	Girls Sixteen & Under (16U)
Youth Eighteen & Under (18U)	Girls Nineteen & Under (19U)

- 2.5.6 Tier II Tryouts:** A Team/Association may hold open or closed (only association members allowed) tryouts for Tier II teams.
- 2.5.7 Tier II associations** may register Youth and Girls 10U and 12U travel teams as Travel AA, A and B.

2.6 Statement of Principle for Travel Teams

- 2.6.1** The Travel category in USA Hockey is reserved for non-Tiered teams that play in leagues or regularly travel outside of their home rink to play games. Non-community or billet players should not participate at the Travel level. Travel teams, with the exception of High School teams, are not eligible to participate in any Affiliate, Southeastern District or USA Hockey National Championships. Travel level teams must submit rosters to the appropriate Associate Registrar so that appropriate SafeSport Compliance training, background screening and coaching CEP levels may be verified. During the regular season of play (September 1–March 15) teams submitting a Travel level team roster to their Affiliate Associate Registrar may not request “AAA” classification. The PVAHA requires that teams playing in the CCHL league and all High School Leagues register as Travel teams on their *USA Hockey Roster Registration Form (1-T)*.
- 2.6.2** Independent teams (teams not affiliated with a recognized association) may seek permission from the Affiliate to register a team for play during the regular season as a travel level team. An Independent team must request a *USA Hockey Roster Registration Form (1-T)* through the Associate Registrar. During the regular season (September 1–March 15th) players may not be rostered on both a Tier I/Tier II team and an Independent team.

2.7 **Statement of Principle for House/Recreational (House/Rec) Teams**

House/Recreational level hockey is the backbone of youth hockey in the Affiliate and USA Hockey. Skill development and team concepts should be stressed at the House/Recreational level.

Non-community or billet players should not participate at the House/Rec level. House/Rec level teams are not eligible to participate in any Affiliate, Southeastern District or USA Hockey National Championships. House/Rec level teams must submit rosters to the appropriate Associate Registrar so that appropriate SafeSport Compliance training, background screening and coaching CEP levels may be verified.

During the regular season of play (September 1–March 15) teams submitting a House/Rec level team roster to their Affiliate Associate Registrar may not request “AAA” or “AA” classification.

2.8 **6U/8U American Development Model (ADM)**

USA Hockey, in partnership with the National Hockey League, has developed and approved the ADM philosophy which includes criteria for 6 & Under and 8 & Under players. See www.admkids.com. PVAHA strongly recommends limited travel by any teams registered at the 6U/8U level.

Effective the 2013–2014 playing season, USA Hockey has designated cross-ice or half-ice as the age appropriate standard playing surface for 6 & Under and 8 & Under age level. All games and scrimmages at the 6 & Under and 8 & Under age levels shall be played either cross-ice or half-ice, or on a surface that is equal to or less than the dimensions of cross-ice or half-ice. All Associations are expected to be knowledgeable of 6U/8U ADM Guidelines and shall follow 6U/8U ADM for players age 8 and under. PVAHA may dedicate funds to cover ice cost for a number of cross-ice 6U/8U jamborees and for ice dividers and smaller nets. Associations may apply to the Affiliate for a grant to support ice cost for cross-ice jamborees, dividers and nets.

2.8.1 6U/8U General: 6U/8U teams shall play cross ice or half ice games, and follow the ADM guidelines for practice/game ratios. Associations that fail to follow the USA Hockey requirement that all games at 6 & Under and 8 & Under age levels be played on cross-ice or half-ice will be ineligible to advance any Association teams to State, Affiliate, Southeastern District or USA Hockey National Championship. Associations that fail to follow the USA Hockey requirement of cross-ice or half-ice games will also be ineligible for any Affiliate Grants.

2.8.2 Cross-Ice/Half-Ice 6U/8U Games: Cross-ice and/or half-ice games played within the Affiliate may have team coaches serving as referees for those cross ice/half ice games. Associations playing cross-ice/half-ice games are also free to arrange for USA Hockey officials through normal procedures in scheduling officials. Blue pucks are to be used for all 6U/8U games. Programs may play cross ice/half ice 6U/8U games as 3-on-3 or 4-on-4 plus goalies. The objective of cross-ice/half-ice 6U/8U games should be skill development and fun for the players. Scores and standings should not be kept for cross-ice/half-ice 6U/8U games.

2.8.3 Cross-Ice/Half-Ice Partnerships: Associations/clubs are encouraged to form partnerships with other local associations/clubs to hold 6U/8U jamborees and to avoid any excessive 6U/8U travel to participate in games. Associations/clubs participating in cross ice/half ice 6U/8U games or jamborees should match skill levels to best promote the skill development of 6U/8U age players.

2.8.4 Affiliate ADM Review: PVAHA shall review 6U/8U ADM rules and policies on an annual basis and encourages Associations to submit 6U/8U level performance reports to the Affiliate at the end of each playing season. The Affiliate shall appoint an ADM Coordinator. The Affiliate ADM Coordinator shall form an ADM Committee made up of

knowledgeable Association head coaches to make recommendations to the Affiliate and to advise the Affiliate on ADM questions or issues.

2.8.5 6U/8U Age Players Playing Up: USA Hockey has mandated that the appropriate playing surface for 6 & Under and 8 & Under players is cross-ice or half-ice. It is the Affiliate policy that all players 8 & Under shall participate on teams registered at the 6U and 8U classifications. The USA Hockey Associate Registrar will reject any rosters, 10U or above, that include any 6U and 8U age players.

2.8.6 8U Playing Season: The 8U season shall run from the week of September 15 through the week of January 31. Practicing and playing through the week of January 31 will allow all clubs to be in compliance with the ADM. It will also allow for those clubs wishing to play 4–6 full ice games, for 8-year-old players only, the chance to do so. Those games must be completed no later than March 10th of any given year.

After the week of January 31 full ice games, for 8-year-old players only, may be scheduled with other clubs wishing to participate. It is not mandatory for all clubs to participate. Those games will not be played in the spirit of formal competition. They will be played informal, only. There will be no statistics kept and no games will be counted towards any kind of end of season Champion at the 8U level. No patches or rink banners will be allowed for those teams participating and any team/club that is found to be non-compliant will be barred from further participation.

2.9 Women's Teams

Women's teams shall register in the classifications established in the *USA Hockey Annual Guide*. All Women's teams must submit rosters to the appropriate USA Hockey associate registrar.

2.10 Adult Players

Adult players shall register in the age classifications established in the *USA Hockey Annual Guide*. *No player under the age of 18 can register or play as an adult.*

2.11 High School and Middle School Teams

Affiliate High School teams will register as Travel teams. High School rosters will comply with the SafeSport requirements as revised in 2019. Teams consisting of full-time students from a single school shall register as Division 1 teams and teams consisting of students from more than one (1) school shall register as Division 2 teams. Any High School League (CSHL, MSHL or NVSHL) and any independent high school team not affiliated with the PVAHA sanctioned high school leagues intending to participate in the USA Hockey High School National Championship must submit a written declaration to the Affiliate Board by November 15 of each season of the league/team's intention to be participate in the USA Hockey High School National Championship. Leagues should designate either their league champion or designate a specific team that seeks to participate in the USA Hockey High School National Championship. Once declarations are received the Affiliate shall determine by December 15 of that season the process for selecting the team(s) that shall advance to the USA Hockey High School National Championship for that season.

2.11.1 Middle School teams may register through an Affiliate High School League or as an independent team through the appropriate District Associate Registrar if the High School League does not register Middle School teams. The purpose of Middle School teams is to increase the base of players eligible to eventually participate in our Affiliate High School Leagues and teams. Middle School teams should be community/locality-based teams rather than teams bringing together the strongest players from a broad geographical area. The District Associate Registrar has discretionary authority to refuse registration of any Middle School team that includes players from a broad geographical area. Middle

School Teams may only register players currently in grades 6, 7 and 8 during the playing season. Because of the age difference of players eligible to participate in Middle School classification, all Middle School games must be played as Competitive Contact games under the USA Hockey Playing Rules. Middle School teams are prohibited from playing full Body Checking Games as specified in USA Hockey Playing Rule 604.

2.12 Participation in Older Age Divisions on Girls or Youth Teams

All male and female players on Youth and Girls teams should expect to play at the age classification that corresponds to their date of birth. Limited exceptions to that general rule are addressed in subsections 2.12.2 and 2.12.3 below.

- 2.12.1** No 6U or 8U player is eligible to participate on a team at an age classification above 8U (See also PVAHA Rule 2.8.5).
- 2.12.2** No player (male or female) 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on either a Tier I or Tier II Youth or Girls National Championship Bound team. The Affiliate permits players (male or female) age 13 or older to play on a Tier I or Tier II National Championship Bound team in an older age classification as determined by rules and policies of USA Hockey and of local programs/clubs within the Affiliate.
- 2.12.3** No player (male or female) 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on a team at an older age classification in a Body Checking category of play as defined in USA Hockey Rule 604. Players 12 years of age and younger may be allowed to play on a team at an older age classification in a Body Contact category of play as determined by the rules and policies of local programs within the Affiliate. Limited exceptions may be made by the Affiliate for goaltenders, age 12 only, to play on a 14U non-National Bound team, Body Checking team.
- 2.12.4** Goaltenders can apply for a waiver to play on an older body-checking team roster. Such requests will be reviewed on a case-by-case basis.

2.13 Participation in Younger Age Divisions on Girls or Youth Teams

- 2.13.1** Players should expect to play at the age classification that corresponds with their date of birth. In very limited circumstances a player or parent may petition the USA Hockey Associate Register or District Registrar to allow a player to play down at a younger age classification. This exception policy is intended to allow individuals with severe medical conditions the opportunity to experience ice hockey within a safe environment.
- 2.13.2** In order for a player (of any age), regardless of physical size or skill level, to “play down,” it must be shown by the child’s physician that it is medically necessary for the child to do so. USA Hockey’s current rules do not permit “playing down,” however, in an effort to accommodate players with disabilities USA Hockey has shown its’ willingness to make some (though not all) accommodations, based on a physician’s medical evidence and their statement regarding the child’s safety and health. The doctor (M.D. or D.O.) must detail (in writing) the specific medical condition that causes the child to incur this medical necessity of “playing down.” Players who are granted permission to “play down” are limited to participation in house and/or recreational leagues and are not eligible to compete in Invitational Tournaments or on a team bound for a National Championship. (See *USA Hockey Insurance Handbook* FAQ Section)

3.0 Tampering and Player Release Obligations

3.1 Definition

Tampering shall be defined as the recruitment of a rostered youth or girls’ player without the prior approval of the Association of the rostered player.

Effective as of August 1, 2024 all USA Hockey Rules and Regulations requirements for Tier I Tryouts/Player Selection, Player Agreements, Team Rosters, Signing Players, Recruiting, Tampering and Tryouts as set forth in Section III B of *USA Hockey Annual Guide Rules and Regulations* apply to all Affiliate Tier I Associations, Teams, Coaches, and Players. Leadership of all Tier I programs operating within the Affiliate are required to be familiar with the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* and review the requirements of those provisions of the *USA Hockey Annual Guide Rules and Regulations* with all team coaches. Sanctions for violating the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* may include suspension of a coach for a minimum of one year and exclusion of a Tier I program from participating in Affiliate, District or National Tournament play and/or loss of the ability to field USA Hockey Sanctioned at a/all playing level(s). Incidents that involve Tier I player agreements, tryouts or tampering by a Tier I coach or a Tier I program will be referred by the Affiliate to the USA Hockey Affiliate Presidents Review Subcommittee for investigation and disciplinary action.

3.2 Prohibited Activities — Non-Tier I Teams

At no time after a player has been properly registered and rostered by an association and until the player’s team ceases to engage in its schedule of play, may a coach, manager or other team official of another Association, directly or indirectly, contact a player already signed to an association/team player agreement or rostered on a team for the purpose of recruiting the player to roster and play on another team. (See the *USA Hockey Coaching Ethics Code*.) An association or team may not offer sponsorship, reduced dues or other pecuniary benefits to a prospective player as an enticement to join a particular team or association.

3.3 Sanctions — Non-Tier I Teams

Complaints for alleged violation of this rule shall be referred to the Affiliate Disciplinary Committee. Any decision of the Affiliate Disciplinary Committee may be appealed to the full Affiliate board by submitting the grounds for such appeal to the President or Vice President within 14 days of being notified of the sanctions imposed.

Coaching Staff	Minimum 3-month suspension for first offense.
	Minimum 1-year suspension for second offense.
Association President will be notified for both first and second offenses.	
Association — Playoffs	First offense — no action but a warning shall be issued to the association.
	Second offense — minimum one-year ban from Affiliate playoffs for all teams eligible from that association.

3.4 Player Development

This rule shall not prevent a coach from contacting a player to have that player tryout for a Player Development Program, including the America’s Showcase team(s).

4.0 Player Transfer and Financial Obligation

4.1 Player Movement/Transfers

All players are free to try out for any team or organization after the USA Hockey National Championships of that same year, subject to rules in section 5.0. After a player commitment contract/agreement is signed for participation on a Tier I, Tier II, Travel Youth or Girls' team, there will be no player movement during the season to a Tier I, Tier II, Travel Youth or Girls' team with another PVAHA Association. Once a player commitment contract/agreement is signed for the purpose of playing on a Tier I, Tier II, Travel Youth or Girls' team, the player will be deemed ineligible to participate with any other Tier I, Tier II, Travel Youth or Girls' team for that season. Pursuant to USA Hockey and PVAHA rules, a female player may be rostered on and play on both a Girls' team and a Youth team (See PVAHA Rule 1.6.1).

4.2 Exceptions to Player Movement Rule

Permission for a player to move in season from one PVAHA Association to another PVAHA Association will not be granted without extenuating circumstances.

- Any request for exception to PVAHA Rule 4.1 must be made in writing to the PVAHA Vice President, and must outline the extenuating circumstances that serve as a basis of the request for an exception to the PVAHA in season player movement rule.
- Upon receipt of the Request for Exception to the PVAHA Player Movement Rule the PVAHA Vice President shall forward a copy of the Request for Exception to the appropriate PVAHA Association which shall have ten (10) days to submit a written response to the Request for Exception to the PVAHA Player Movement Rule.
- Upon receipt of the response from the PVAHA Association or the expiration of the ten (10) day response period the PVAHA Vice President shall make a recommendation to the PVAHA Board of Directors who will decide if any exception is to be granted to the PVAHA Player Movement Rule.
- Any request for Exception to the PVAHA Player Movement Rule will be decided based on the written submissions and no hearing will be granted on any such request.
- Factors that may be considered in determining if there are extenuating circumstances to justify an exception to PVAHA Rule 4.1 include (but are not limited to):
 - The player moved to or from another USA Hockey Affiliate;
 - There has been a change in financial circumstances that will limit the ability of the player to participate;
 - The team has been forced to disband;
 - The player signed a player commitment contract/agreement prior to the date authorized in the Tryouts section of these Rules;
 - The Association has signed a written release of the player.

Extenuating circumstances must include the player having satisfied all reasonable financial obligations to the Association. Any requests for exception to the PVAHA Player Movement Rule are also subject to USA Hockey restrictions on the date additions are no longer allowed to any Tier I or Tier II team roster.

4.3 Financial Obligations

An association may not roster a player who has an outstanding financial obligation to another association, the Potomac Valley Amateur Hockey Association, the Southeastern District or USA Hockey.

4.4 Procedures Applicable for Participant Ineligibility Determinations Based on Financial Disputes

4.4.1 Decisions Internal to the Program: A PVAHA member association/program may, pursuant to its internal procedures, determine that a player that is delinquent in dues or fees owed to the program is not eligible to continue participating in the program during such delinquency. Such determination shall only apply to eligibility within that program.

4.4.2 Disputed Claims and Extension of Ineligibility Determination to Other PVAHA Programs: In the event a local PVAHA Association/program desires to cause a player to be ineligible to participate throughout the PVAHA based on a determination that the player is delinquent in dues or fees owed to the program, such extension of the ineligibility must comply with procedures set forth in this section of PVAHA rules and as a minimum shall include the following:

4.4.2.1 Notice Required: The local PVAHA Association/program must deliver a written notice to the player's parents (or other person(s) responsible for payment) that, at a minimum:

- Describes the nature of the delinquent fees (e.g., membership dues, ice fees, equipment/uniform fees, etc.);
- States the amount due;
- Advises that the family must notify the local program in writing within thirty (30) days if they dispute the financial obligation; and
- Advises that, if the full amount is not paid within thirty (30) days of the parent's receipt of the notice, the Association/program may in its discretion seek to enforce the liability for the financial obligation and have the player deemed ineligible throughout PVAHA.

4.4.2.2 Discussion Period: During the thirty (30) day period, the parties may discuss the matter and seek to amicably resolve any disputed amounts and provisions for payment. The parties are encouraged to amicably resolve any disputed debts. The parties are encouraged, but not required, to agree on a neutral mediator to assist in the resolution of any disputed debt. If at any time the association/program and player enter into a written agreement to resolve the debt and also making provisions for payment, then the player shall become immediately eligible to participate in all PVAHA hockey programs.

4.4.2.3 Financial Obligation Not Disputed: Upon expiration of the thirty (30) day period described above, if (i) the parties have not otherwise resolved the matter, (ii) the amount claimed in the PVAHA Association/program's notice has not been paid, and (iii) the PVAHA association/program has not received written notice from the player's parent(s) (or other person(s) responsible for payment) that they dispute the financial obligation, then the local program may request that PVAHA deem the player to be ineligible to participate in any program within PVAHA (which request shall include proof of compliance with i–iii of this subsection). In this circumstance, PVAHA may extend the ineligibility of the player throughout the Affiliate.

4.4.2.4 Financial Obligation Disputed: If the amount of the financial obligation has not been paid or otherwise resolved, and the PVAHA Association/program has received written notice from the player's parents (or other person(s) responsible for payment) that they dispute the financial obligation, then the local program may seek extension of the ineligibility throughout PVAHA in accordance with these Rules, provided that, the PVAHA Association/program shall take reasonable affirmative steps to enforce

the obligation. The Affiliate may deny the Association/program's request in the Affiliate's discretion. Any determination by the Affiliate that the player is ineligible throughout the Affiliate shall not be a determination that the debt is owed or the amount of such debt, but only that the player is ineligible based on the existence of a disputed debt. The parties retain their rights to have any disputed financial obligation resolved in any appropriate Court within the Affiliate.

4.4.2.5 Appeals: Any dispute about whether these procedures have been followed shall be decided in hearing conducted by the Affiliate pursuant to the Unified Procedure, and shall be appealable to the USA Hockey National Appeals Committee pursuant to Bylaw 10.E. The hearing and appeal shall only address whether the procedures set forth in this section of PVAHA Rules and USA Hockey Bylaw 10.(j)(2) have been followed, and shall in no way address the liability for or amount of the financial obligations.

4.4.2.6 Factors that may be considered by the Affiliate in determining whether the PVAHA Association/program took reasonable affirmative steps to enforce the financial obligation include, but are not limited to:

- A written player commitment contract/agreement executed by the player/parents;
- The player commitment contract/agreement clearly sets forth all fees due for participation on the Association team, and the contract/agreement designates the specific team the player will play on during the season;
- The player commitment contract/agreement has a final date for payment of any payments;
- If payments were not made pursuant to the player commitment contract/agreement, did the Association remove the player from participation within a reasonable period of time after nonpayment?
- The player's name been placed on the Financial Outstanding list of players pursuant to any league rules;
- The Association replaced the player on the team with another player;
- The Association/program initiated any legal action to enforce the financial obligation.

5.0 Tryouts

5.1 Tryouts for All Tier I 13O–18U Youth and 14U–19U Girls Teams

No youth or girls Tier I team may offer hockey contracts, to players for the following season, or hold development camps, tryouts, player selections, or any activity that could be construed as a tryout/solicitation or recruitment for the upcoming regular season, until 48 hours after the last game of the of Youth National Championships (both Tier I and Tier II National Championships must be completed).

Effective as of August 1, 2024 all USA Hockey Rules and Regulations requirements for Tier I Tryouts/Player Selection, Player Agreements, Team Rosters, Signing Players, Recruiting, Tampering and Tryouts as set forth in Section III B of *USA Hockey Annual Guide Rules and Regulations* apply to all Affiliate Tier I Associations, Teams, Coaches, and Players. Leadership of all Tier I programs operating within the Affiliate are required to be familiar with the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* and review the requirements of those provisions of the *USA Hockey Annual Guide Rules and Regulations* with all team coaches. Sanctions for violating the provisions of Section III B of the *USA Hockey Annual Guide Rules and Regulations* may include suspension of a coach for a minimum of one year and exclusion of a Tier I program from participating in Affiliate, District or National Tournament play and/or loss of the ability to field USA Hockey Sanctioned at a/all playing level(s). Incidents that involve Tier I player agreements, tryouts or tampering by a Tier I coach or a Tier I program will be referred by the Affiliate to the USA Hockey Affiliate Presidents Review Subcommittee for investigation and disciplinary action.

5.2 Tryouts for All Tier II or Travel 14U–18U Youth and 14U–19U Girls Teams

No Youth or Girls Tier II team may recruit or solicit players; offer hockey contracts to players for the following season; hold development camps, tryouts, player selections; or any activity that could be construed as a tryout/solicitation or recruitment for the upcoming regular season, until the 3rd Saturday after the last game of Youth National Championships (both Tier I and Tier II Nationals must be completed).

5.3. Tryouts for All Youth and Girls 12U and Younger Teams

5.3.1 Tier I Programs: 12U, 11 Only and 10 Only teams registered by Affiliate Tier I sanctioned Programs pursuant to Rule 2.4 may not hold association tryouts until Friday of the second full weekend (Saturday/Sunday) of March (2026-27 Season – March 12, 2027).

5.3.2 Tier II and Travel Programs: All 12U and below may not hold association tryouts until Friday of the third full weekend (Saturday/Sunday) of March (2026-27 Season – March 19, 2027)

5.4 Player Agreements/Contracts

A local association/member program shall not have any player or parent execute an association/team player agreement for the next hockey season prior to the completion of the USA Hockey National Championships (**except as specified in Rule 5.3 above for teams playing at 12U and younger**). Any player agreements executed prior to the completion of the USA Hockey National Championships will not be enforced by the Affiliate. Any local association/member programs found in violation may be fined up to \$5,000.

5.5 House/Recreation Tryouts and Evaluations

House/Rec team tryouts and evaluations should generally not be held before September 1.

5.6 Sanctions

Teams and associations that knowingly violate the Affiliate tryout restrictions are subject to disciplinary action and/or fines by the Affiliate.

6.0 Coaches and Team Managers

6.1 Team Managers

The team manager designated on the *USA Hockey Roster Registration Form (1-T)* should maintain and be the custodian of all documents necessary for credential review prior to participation in any State, Affiliate, District, Regional, National or other invitational tournaments as set forth in the *USA Hockey Annual Guide*. The *USA Hockey Roster Registration Form (1-T)* shall be available at all games played by the team.

6.2 Coaching Education Required Levels/Modules

All team coaches shall meet the coaching education levels as set forth in the current *USA Hockey Annual Guide*. The Affiliate requires that all coaches (heads and assistants) shall have an appropriate level Coaching Education Program certification by December 31 of the calendar year. After December 31, a coach will not be added to the *USA Hockey Roster Registration Form (1-T)* until he completes a clinic and obtains a valid Coaching Education certification. Coaches should carry their Coaching Education Program certification with them to all games and be prepared to show proof of their coaching education level as specified in the *USA Hockey Annual Guide*. The CEP number, level of certification and the date of last certification for all team coaches should be shown on the score sheet for games played by a team. A rostered coach who fails to meet the USA Hockey coaching education requirements by completing and obtaining a valid Coaching Education Program certification is not eligible to coach after December 31st of the current season.

All team coaches must complete the age-appropriate module that corresponds to the classification listed on the teams *USA Hockey Roster Registration Form (1-T)* prior to being placed on the *USA Hockey Roster Registration Form (1-T)*.

Associations are responsible for ensuring that all coaches have met all of the coaching requirements.

6.3 List of Certified Coaches and Covered Volunteers

A local association shall keep a list or data base of all team and other association coaches and volunteers. The list/data base should include the coaches full name, address and telephone number, coaching certification level, online age module, CEP number, date of certification and current team. Upon request the local association shall furnish such a list and/or database to the Affiliate President or the Affiliate SafeSport Coordinator in which that team participates. For this purpose a volunteer is one who has regular, routine or frequent access to or supervision over minor participants (i.e. team managers, bench coaches, team trainers, locker room monitors; this does not include penalty box volunteers or scorekeepers unless they fall under another covered category).

6.4 Background Screening

The Affiliate, in conjunction with USA Hockey, has implemented a screening policy for coaches, team managers or volunteers age 18 and over, who have regular, routine or frequent access to or supervision over minor participants (anyone under the age of majority). This screening is required every two seasons. Any coach or volunteer who refuses to consent to be screened or who fails to execute any documents required for the screening process shall not be approved to coach or volunteer with any team where he/she has regular, routine or frequent access to or supervision over minor participants, and will be removed from any such position. Local Associations/Clubs are responsible to ensure that all Association coaches and volunteers who have regular, routine or frequent access to or supervision over minor participants have been screened and that the background screening documentation is current. The Associate Registrar shall not approve any

team roster if a coach listed on the roster does not have a current background screening.

All USA Hockey Coaches, Officials and Volunteers over the age of 18 must successfully complete criminal background screening. Individuals who have not completed the criminal background screening do not meet the eligibility requirements to participate with USA Hockey. More information may be found at the following USA Hockey link: www.usahockey.com/backgroundscreen.

6.5 SafeSport Training

It is the policy of USA Hockey and PVAHA that those Participants who:

- (1) have Regular Contact with, or Authority over, amateur athlete(s) who are minors (e.g., coaches, team managers, chaperones, etc.),
- (2) are responsible for enforcing child abuse and misconduct policies,
- (3) are adults authorized by USA Hockey, an Affiliate or Member Program to have Regular contact with, or Authority over, any amateur athlete(s) who is a minor, including all persons that are in managerial or supervisory roles of a USA Hockey Member Program (including all members of such organization's board of directors and owners and administrators of a USA Hockey Member Program),
- (4) are new and current employees and/or volunteers of USA Hockey, an Affiliate or Member Program, or,
- (5) are hockey players seventeen (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows Minor Athlete players, shall complete appropriate training as required herein.

The training that must be completed by all persons subject to this Policy shall be the training produced and provided by the Center for SafeSport and made available through access via USA Hockey's website. No other training shall satisfy the training requirements hereunder.

The Center for SafeSport shall provide its "Core Center for SafeSport Training," and its "Refresher Courses." The Core Center for SafeSport Training is taken online and generally takes approximately 90–120 minutes to complete. The Refresher Courses are only available after a person has completed the Core Center for SafeSport Training. The Refresher Courses are also taken online on an annual basis (every 12 months) of Refresher 1, Refresher 2, and Refresher 3 before the person must take the Core Center for SafeSport training again in year five, starting the cycle over. The Refresher Courses generally take 30 minutes or less to complete. There is no cost to members of USA Hockey to complete any training course. Commencing with the 2022–23 membership season, beginning on April 1, 2022, SafeSport Training will be valid for twelve (12) months rather than a full membership season. To remain eligible for participation, Adult Participants who are required to complete SafeSport Training must complete the next applicable SafeSport course on an annual basis (every 12 months) following completion of the previous course.

USA Hockey does not consider persons serving solely in the following roles to have Regular Contact with, or Authority over, any amateur athlete(s) who is a minor(not an exhaustive list): (i) scorekeepers, (ii) penalty box operators, (iii) concession stand workers, (iv) arena entry/ticket takers, (v) persons who do not otherwise have Regular Contact with, or Authority over, any amateur athlete(s) who is a minor and who are contracted through outside entities for the purpose of performing services (e.g., security, photographers, emergency medical or training persons, etc.) for specific events.

A person with expired training shall be ineligible to participate as a coach, official, administrator, volunteer, employee or in any role where they have Regular Contact with or Authority over amateur athletes who are minors, until they have completed the requisite SafeSport Training.

See also Rule 15.0 Failure to comply with this mandate could lead to discipline against a Coach, Team manager, Locker Room monitor and/or volunteer, up to and including a suspension from position. Local Associations/Clubs face the possibility of a monetary fine or being placed in a “Not in Good Standing” for violations of the SafeSport mandate.

6.6 Coaching Ethics Code

All coaches are responsible for adhering to the *USA Hockey Coaching Ethics Code*.

7.0 Affiliate and District Championship Tournament Play

7.1 Youth 8U, 10U, 12U and Girls' 8U, 10U and 12U

No Affiliate championships shall be scheduled at the 8U, 10U and 12U Youth age classifications nor at the Girls' 8U, 10U and 12U classifications. The Affiliate may elect to sponsor or assist in an 8U Jamboree to help promote the development of ice hockey at the youngest age level. Any 8U Jamboree shall promote equal participation by teams rather than championship tournament play.

7.2 Tier I (AAA)

A Tier I team/program registered within the Affiliate shall notify the Affiliate President or Affiliate Tournament Director in writing by October 1st of the season of its intention to compete towards representing the Affiliate and the Southeastern District at the USA Hockey Tier I National Championships. Failure to furnish written notification may result in the team(s) being ineligible for any Affiliate playoff competition at that age classification. Associations/programs that field more than one (1) team at a Tier I age classification may only declare one (1) team at that age classification as a National Tournament team. Tier II teams within the Affiliate shall not be eligible to compete in any Affiliate or Southeastern District Tier I playoff competition. Based on the number of teams at a Tier I age classification a single elimination playoff series, a best 2-out-of-3 or a round robin playoff competition shall be scheduled to determine the Affiliate Tier I team that advances to District Tournament play at that age classification. All teams and players participating in any PVAHA Tier I playoffs must meet the USA Hockey team and game count requirements (18/12) prior to the start of any PVAHA Tier I playoffs.

7.3 Tier II (AA) National Tournament Bound (NTB) Youth State Championship

More than 10 years ago, USA Hockey adopted a State-based Tier II National Championship format with each state able to advance one Tier II team at the 14U, 16U and 18U age levels to the USA Hockey Tier II National Championship. PVAHA adopts the following procedure to determine the teams that advance from Maryland and Virginia to the USA Hockey Tier II National Championship:

- 7.3.1 To be eligible to participate in the Affiliate Tier II Maryland or Virginia State Championship competition, teams must be designated as Tier II AA National Tournament Bound (NTB) on their *USA Hockey I-T Roster* by 11:59 p.m. on December 31st. In addition, the Association President of any Tier II AA NTB team seeking to advance to the Affiliate Tier II State Championship must submit to the Affiliate President or Affiliate Playoff Chair, a completed declaration form of the team's intent to participate in that season's Affiliate Tier II State Championship by September 1st of that season and submit the tournament fee per instructions on the declaration form. Failure to submit the completed form by September 1st, or to submit payment will result in that team being ineligible to participate in any Affiliate Tier II State Championship for that season.
- 7.3.2 NTB teams, as defined above, playing in the Chesapeake Bay Hockey League (CBHL) National (AA) Divisions at 14U, 16U and 18U shall be eligible to advance to the Affiliate Tier II Maryland or Virginia State Championship for that season. Any team that participates in the CBHL at a division other than National Division is automatically ineligible to advance to the Affiliate Tier II Maryland or Virginia State Championships for that season.
- 7.3.3 An eligible NTB independent team within the Affiliate that wishes to participate in the State Championships is one that has completed the requirements as defined above and does not participate in the CBHL. A Tier II association registered in the Affiliate may

seek to advance teams to the end of season Affiliate Tier II Maryland or Virginia State Championship provided that the Association has teams registered in at least three age classifications from 8U, 10U, 12U, 14U, 16U, 18U and 19U for that season, and meets the requirements of 7.3.1.

- 7.3.4 For CBHL Age Levels that have only one AA Division:** If no independent Tier II AA NTB team submits a declaration at any age level for either the Maryland or Virginia State Championship, then the Tier II Championship for that state will be decided as follows:

7.3.4.1 The top four teams in the Maryland PVAHA standings and the top four teams in the Virginia PVAHA standings will advance to the affiliate state playoff weekend. Only CBHL league games played between in-state NTB teams will be counted towards the standings, i.e., only league games played between Maryland NTB teams will count towards the Maryland PVAHA standings, and only league games played between Virginia NTB teams will count towards the Virginia standings. If the schedule for CBHL League games does not have the NTB teams in a State playing each other an equal number of times then, prior to the season start the PVAHA President or designee will determine which games shall count towards PVAHA standings, to assure that each team is counting a similar number of games against each of the other NTB teams in its State.

- 7.3.5 For CBHL Age Divisions that have two AA Conferences in the same Division:** If no independent Tier II AA NTB team submits a declaration at this age level for either Maryland or Virginia State Championship, then the Tier II State Championship participants for that state will be determined as follows:

7.3.5.1 If the CBHL has crossover games with all teams in a state playing each other at least once, those games will be used to determine the standings for each state. If each team in a state plays all other teams only once, and some teams more than once, then only one game between each team will count and it will be the last game played between those two teams, as originally scheduled. If all teams play each other twice, then the two games will be counted. In any situation, an equal number of games between the teams in each state will be counted.

7.3.5.2 If the CBHL division split does not have all teams in a state playing each other, then the 4th place team in the top division will play a 1-game playoff against the top team in the lower division with the winner seeded as the fourth-place team in the PVAHA standings if there is no Independent NTB team.

7.3.5.3 If there is an Independent NTB team in the state, then that team would need to play a qualifying round (as defined to 7.3.3) to secure 4th place in the PVAHA standings.

- 7.3.6 Standings** — Standings will be updated periodically and posted on PVAHA.org.

- 7.3.7 Tiebreakers** — *USA Hockey National Tournament Guide* rules will be used to break any ties in the standings.

- 7.3.8** The Affiliate State Playoff should be held each year the weekend after the CBHL National (AA) Playoff, but in no case will they be held less than two weeks prior to the start of the USA Hockey National tournament. The process to determine the standings during the PVAHA playoffs will be as follows. Teams will be awarded 3 points for a win in regulation; 2 points for an OT win or shootout win; 1 point for an OT loss or shootout loss and 0 points for a loss in regulation.

7.3.8.1 If there are only two NTB Teams in a State: Best 2-of-3 games, with two games possible in one day and the championship game a different day, if necessary.

7.3.8.2 If there are only three NTB teams in a State, the games will be set as follows:
Seed 1 (away) vs. Seed 3 (home)
Seed 2 (away) vs. Seed 1 (home)
Seed 2 (home) vs. Seed 3 (away)
Championship — 1st Remaining Seed (home) vs. 2nd Remaining Seed (away)

7.3.8.3 If there are four NTB Teams in a State, a round robin format will be used with scenarios as described below: Round Robin Format with a Final between the top two teams (exact schedule and dates/times to be determined by the playoff coordinator).

7.3.9 The Affiliate President in conjunction with the Affiliate Playoff Chair has the option to modify the Affiliate State Championship format if necessary.

7.3.10 If an independent Tier II AA NTB team has met the requirements set forth in 7.3.1 and 7.3.3, then that team shall qualify for their respective state playoffs. The following scenarios will be used to determine standing within the formats previously noted in Section 7.3.8.

7.3.10.1 If more than one independent Tier II AA NTB team qualifies at an age level to participate in the Affiliate Tier II State Championships, then those teams shall play in a qualification round. If there are two independent teams they will play in a single elimination game, and if there are three or more independent teams a PVAHA round-robin format will be played during February, no later than the weekend of the CBHL National Division playoffs. These games will be scheduled in conjunction with the PVAHA. The participating teams are responsible to pay all costs for ice, officials and other game costs for these qualification round playoff game(s). The winner of the qualification round for independent Tier II AA teams at 14U, 16U or 18U, shall advance to the State Playoff as follows:

- a) If there are four (4) or more NTB eligible teams in the National Division of the CBHL in that respective state: the independent team must host the fourth-seeded team of their state standings in a one game playoff prior to the Affiliate state playoff weekend. The winner of that game will become the 4th seed in the State Playoff. This game must be played no later than the Wednesday prior to the State Playoff.
- b) If there are only three (3) NTB eligible teams in the National Division of the CBHL in that respective state: the independent team shall receive an automatic bid to the state playoff tournament as the 4th seed.
- c) If there are only two (2) NTB eligible teams in the National Division of the CBHL in that respective State: the independent team shall receive an automatic bid to the state playoff tournament as the third seed; subsequently, the State Playoff will consist of only three (3) teams.
- d) If there is only one (1) NTB eligible team in the National Division in that respective State: the independent team shall receive an automatic bid to the state playoff tournament as the 2nd seed; subsequently, the State Playoff will be a best-of-three series.

7.3.11 All teams and players participating in any PVAHA Tier II State playoffs must meet the USA Hockey team and game count requirements (18/12) prior to the start of any Affiliate Tier II State playoffs.

- 7.3.12** All game slots for Affiliate Tier II State Playoff games must be sufficient length to accommodate ice resurfacing to start the game and between the 2nd and 3rd periods, as well as overtime and shootout, if necessary. Please refer to the *USA Hockey National Tournament Guidebook* for time recommendations.
- 7.3.13** Any association with team participating in an Affiliate Tier II State Playoff game who fails to participate in those playoffs shall be billed for all ice costs, game officials and any other expenses covering Affiliate Tier II State Playoff games. In addition, all teams from that Association shall be suspended for two years from participation in any Affiliate playoff competition. Failure to remit payment of expenses as billed by PVAHA will result in that Association having its USA Hockey Association Code suspended.

7.4 Girls' National Tournament Bound (NTB) Teams

- 7.4.1 Girls' Tier I:** Girls teams seeking to advance to the Southeastern District and USA Hockey Girls' Tier I National Championship shall notify the Affiliate president or the designated Affiliate Girls'/Women's representative in writing by October 1st of the season of its intention to compete towards representing the Affiliate and the Southeastern District at the Girls' Tier I USA Hockey National Championships. Failure to furnish written notification may result in the team(s) being ineligible for any Affiliate playoff competition at that age classification. Based on the number of teams at an age classification a single elimination playoff series, a best 2-out-of-3, or a round-robin playoff competition shall be scheduled to determine the Affiliate team that advances to District Tournament play at that age classification. The PVAHA president or playoff chair will be responsible for selecting a date and facility for any Girls Tier I playoff games and for arranging for officials for the playoff games. Teams participating in the PVAHA Tier I Girls playoffs shall pay a playoff fee (to be determined each year) to the Affiliate to cover the cost of ice, officials and any playoff medals.
- 7.4.2 Girls' Tier II:** A Tier II association registered in the PVAHA may seek to advance teams to the end of season PVAHA Tier II Girls' Playoffs provided the association has teams registered in at least three (3) age classifications from 8U through 19U for that season.
- 7.4.2.1** To be eligible to participate in the PVAHA Girls' Tier II playoff competition, teams must be designated as Girls' Tier II AA National Tournament Bound (NTB) on their *USA Hockey 1-T Roster* by Dec 31. In addition, the Association President of any Girls' Tier II AA NTB team seeking to advance to the PVAHA Girls' Tier II PVAHA playoff must submit to the PVAHA President or PVAHA Playoff Chair, a completed declaration form of the team's intent to participate in that season's PVAHA Girls' Tier II playoff by September 1st of that season and submit the tournament fee per instructions on the declaration form. Failure to submit the completed form by September 1st, or to submit payment will result in that team being ineligible to participate in any PVAHA Girls' Tier II Playoff for that season.
- 7.4.2.2** An eligible independent team within the PVAHA is one that is designated as Girls' Tier II AA National Tournament Bound (NTB) per its *USA Hockey 1-T Roster* by 11:59 p.m. on December 31 of the current season and does not participate in the CBHL.
- 7.4.2.3** For purposes of determining which teams will represent the PVAHA at the Girls' Tier II Southeastern District Tournament, PVAHA will schedule an PVAHA Tier II Girls' Playoff each season to be held the weekend prior to President's Day weekend. Results of league games played in the Chesapeake Bay Hockey League (CBHL) between NTB teams at each age classification 14U, 16U and 19U will be used to determine which teams may participate in the PVAHA Girls' Tier II Playoffs and is described in more detail

in sections 7.4.2.4 through 7.4.2.6. A NTB team participating in the CBHL, but not at the highest-level division for its age classification, will follow the rules for independent teams as outlined in 7.4.2.6. The PVAHA will plan for up to 4 teams at each of the 3 age classifications: 14U, 16U and 19U. Each participating team will be responsible for remitting a tournament registration fee by the date in the declaration form.

7.4.2.4 If there are more than 4 NTB teams at any age level in the CBHL but not all in the same division, the PVAHA President in conjunction with the PVAHA Playoff Chair may elect to adjust the playoff format, and/or the criteria for the selection of 4 teams.

7.4.2.4.1 For all declared PVAHA NTB teams at a given age classification that are competing in the Chesapeake Bay Hockey League (CBHL), the results of head-to-head games during CBHL play between the teams that have fulfilled the requirements of 7.4.2.1 will be used to determine the top 4 teams that will advance to the PVAHA Tier II Girls' Playoffs.

For example, the CBHL Girls' 14U division has 8 teams and only 5 are PVAHA registered (out-of-Affiliate teams are not eligible) as NTB, then only the game results between the 5 NTB teams will count towards the standings used to determine the top 4 teams, and the games between the 5 NTB teams and the 3 non-NTB teams will not count toward the standings that determine which 4 of the 5 NTB teams advance to the PVAHA Tier II Girls' Playoffs.

7.4.2.5 The process to determine the standings during the PVAHA playoffs will be as follows. Teams will be awarded 3 points for a win in regulation; 2 points for an OT win or shootout win; 1 point for an OT loss or shootout loss and 0 points for a loss in regulation.

7.4.2.5.1 If there are only 2 NTB teams — Best 2-of-3 games, with two games possible in one day and the championship game a different day, if necessary.

7.4.2.5.2 If there are only three NTB teams in a State, the games will be set as follows:

Seed 1 (away) vs. Seed 3 (home)

Seed 2 (away) vs. Seed 1 (home)

Seed 2 (home) vs. Seed 3 (away)

Championship — 1st Remaining Seed (home) vs. 2nd Remaining Seed (away)

7.4.2.5.3 If there are 4 NTB Teams, a round robin format will be used with scenarios as described below: Round Robin Format with a Final between the top 2 teams

7.4.2.6 If there are NTB teams in a division other than the top level for that age classification, those teams will be seeded after the teams playing in the top division. The head-to-head games, an equal number played between each of those NTB teams, will be used to determine seeding. If there are less than four NTB teams at an age classification in the top division, then the seeding from the lower-level teams' games will fill out the remaining spots. If there are 4 teams in the top division, there will be a one game playoff between the 4th place team in the top division and the top place team in the lower-level division(s) to determine the 4th place team. If there are more than 4 teams at an age classification in the top level, the PVAHA may modify this rule for determining the 4th place.

7.4.2.7 If more than one independent Tier II AA NTB team qualifies at an age level to participate in the Affiliate Tier II Girls' Playoff Tournament, then those teams shall play in a qualification round. If there are two independent teams they will play in a single elimination game, and if there are three or more independent teams a PVAHA round-robin format will be played during February, no later than the weekend of the CBHL Girls' playoffs. These games shall be scheduled in conjunction with the PVAHA. The participating teams are responsible to pay all costs for ice, officials and other game costs for these qualification round playoff game(s). The winner of the qualification round for independent Tier II AA teams at 14U, 16U or 19U, shall advance to the Girls' Playoff Tournament as follows:

- a) If there are four (4) or more NTB eligible teams in the CBHL: the independent team must host the fourth-seeded team in the standings in a one game playoff prior to the Affiliate Playoff Tournament weekend. The winner of that game will become the 4th seed in the Girls' Playoff Tournament. This game must be played no later than the Wednesday prior to the Girls' Playoff Tournament.
- b) If there are only three (3) NTB eligible teams in the CBHL: the independent team shall receive an automatic bid to the Girls' Playoff Tournament as the 4th seed.
- c) If there are only two (2) NTB eligible teams in the CBHL: the independent team shall receive an automatic bid to the Girls' Playoff Tournament as the third seed; subsequently, the Girls' Playoff Tournament will consist of only three (3) teams.
- d) If there is only one (1) NTB eligible team in the CBHL: the independent team shall receive an automatic bid to the Girls' Playoff Tournament as the 2nd seed; subsequently, the Girls' Playoff Tournament will be a best-of-three series.

7.4.2.8 All teams and players participating in the PVAHA Girls' Tier II Playoffs must be prepared to meet the USA Hockey team and player game count requirements (18/12) prior to the start of the PVAHA Tier II Girls' Playoffs. Team Managers will need to contact their respective State Associate Registrar to have their team credentials verified no later than the Wednesday prior to the start of the PVAHA Tier II Girls' Playoffs.

7.4.2.9 All game slots for PVAHA Girls' Tier II Playoffs games must be sufficient in length to accommodate ice resurfacing to start the game and between the 2nd and 3rd periods, as well as overtime and shootout, if necessary. Please refer to the *USA Hockey National Tournament Guidebook* for time recommendations.

7.4.2.10 Any association with participating teams in an PVAHA Girls' Tier II Playoffs game who fails to participate in those playoffs shall be billed for all ice slots, game officials and other game expenses covering PVAHA Girls' Tier II Playoffs games. In addition, all teams from that Association shall be suspended for 2 years from participation in any PVAHA playoff competition. Failure to remit payment of expenses as billed by PVAHA will result in that Association having its USA Hockey Association Code suspended.

7.5 Affiliate Playoff On-Ice Conduct and Restrictions

No parent, sibling, spectator or fan is allowed on the ice at any time to take photos or for any other reason.

One single team designated photographer may be allowed on the ice to take photos at the discretion of the on site Tournament Director or his/her designee.

Player celebrations are allowed, based on rink and time constraints, at the discretion of an on site Affiliate or State Tournament Director or his/her designee.

If team officials, coaches, parents, or players violate PVAHA or USA Hockey rules or the USA Hockey Code of Conduct, the team officials, coaches, players, manager or administrators may be subject to suspension from all or a portion of the tournament by the on-site Tournament Discipline Committee and may be subject to additional review and Supplemental discipline. If there is damage done to any property, it is the responsibility of the team to pay. USA Hockey, PVAHA and the host rink shall not be liable for any damages.

7.6 Adult (Reserved)

7.7 Cost

The cost of any PVAHA playoff games shall be split between the teams participating at a given age level. Teams that do not advance to the State playoff games will have their advanced fees returned. Teams that fail to submit the required fees under Rule 7.3.1, by the required date, will be deemed ineligible to participate in State playoffs.

7.8 Affiliate Playoff Dates

All Affiliate playoff competition for any team advancing to the Southeastern District Tournament should be completed by February 15th.

7.9 Sanctions

Any Affiliate team that wins an Affiliate playoff competition or otherwise qualifies to advance to Southeastern District Tournament play and fails to play in the Southeastern District Tournament, and any Affiliate team that wins a Southeastern District Tournament or otherwise qualifies to advance to a USA Hockey National Championship and fails to play in the USA Hockey National Championship Tournament shall be suspended for 2 years from participation in any Affiliate playoff competition or participation in any Southeastern District Tournament.

8.0 Sanctioned Tournaments

8.1 Tournament Approval

All teams, associations or organizations hosting tournaments within the Affiliate must obtain approval for any tournaments from the appropriate USA Hockey Southeastern District Associate Registrar. To obtain approval for a tournament, the team, association or organization must submit to the Southeastern District Associate Registrar a tournament application and any required fee. Full-ice 6U/8U tournament play is not authorized within the Affiliate and the Southeastern District Associate Registrar should not sanction tournaments within the Affiliate with full-ice 6U/8U games. Upon receipt of the tournament permit the tournament personnel may then promote or advertise the tournament as a USA Hockey and Affiliate sanctioned tournament.

8.2 USA Hockey Registration

All players and teams participating in any sanctioned tournament must be properly registered with USA Hockey or otherwise authorized by the Southeastern District Associate Registrar to participate in the tournament.

8.3 Non USA Hockey Tournaments

Teams or associations registered within the Affiliate should not host, play in or otherwise participate in any non-USA Hockey sanctioned tournament. This rule does not apply to tournament games in Canada or other international events authorized by travel permit or other USA Hockey authorization.

8.4 Tournament Discipline Committee

All sanctioned tournaments played within the Affiliate must appoint a tournament discipline committee. For any match penalties assessed during such tournament the tournament discipline committee shall notify the Affiliate Vice President of the player or coach's home District/Affiliate of the penalty and shall furnish the Affiliate Vice President with a complete copy of the score sheet, the Referee Game Report(s) and a report of the finding and sanction imposed by the tournament discipline committee. For players and coaches registered within the PVAHA, such notice shall be furnished to the Affiliate Vice President, League Commissioner, and the association/club president.

8.5 Jurisdiction of Tournament Discipline Committee

The jurisdiction of a tournament discipline committee is limited to suspension of the player, coach or team official for those tournament games. Participant's home affiliate has original jurisdiction for all match penalties.

9.0 Suspensions, Other Disciplinary Action and Dispute Resolution

9.1 Enforcement of Suspensions

All registered teams, associations and leagues shall adopt procedures to ensure that suspensions imposed on players, coaches and team officials pursuant to the *Official USA Hockey Playing Rules* are served.

9.2 Additional Discipline

Leagues and associations are authorized to adopt rules that require game suspensions or discipline over and above a suspension imposed by the USA Hockey Playing Rules (i.e. multiple league game suspension for fighting penalties, or suspension for a league game when the penalty is incurred in a game against another league opponent, etc.) provided that such rules are furnished to the registered teams and associations either by print copy or by publication of the rules on the league or association website. Leagues adopting any such rules must also notify the Affiliate of any such rules or policies.

9.3 Jurisdiction

The Affiliate shall have jurisdiction for any match penalty assessed against any player, coach or team official of a team registered within the Affiliate.

9.4 Notification of Match Penalties incurred in Tournaments or in games played in other Affiliates

Players, coaches and team officials are responsible to notify their league, association and Affiliate Disciplinary/Dispute Resolution Committee of any match penalties assessed to any player, coach or team official in tournament games or games played within another Affiliate. The league, association or Affiliate Disciplinary/Dispute Resolution Committee shall conduct a hearing to determine any suspension or sanction that may be imposed upon the player, coach or team official for the match penalty.

9.5 Proper Authorities—Assault on Officials

All discipline hearings for any match penalty assessed to a player, coach or other team official under USA Hockey Playing Rule 601(f)(1) for deliberately inflicting physical harm to a Game Official in any manner or attempting to do so shall be conducted by the Affiliate Disciplinary/Dispute Resolution Committee.

9.6 Proper Authorities—Other Match Penalties

The proper authority for conducting a hearing for any other match penalty is the immediate governing body (league or association) of any registered team or teams involved. If there is no team immediate governing body, or if the immediate governing body is unable to conduct a hearing, the disciplinary hearing for match penalties shall be conducted by the Affiliate Disciplinary/Dispute Resolution Committee.

9.7 Scope of League or Association Discipline

Any discipline imposed by a league or association disciplinary hearing committee shall only extend to games within that league or games played for that association team. If the league or association disciplinary hearing committee believes that a suspension imposed on any player, coach or team official should be extended to apply to all USA Hockey activities within the Affiliate it shall notify the Affiliate Disciplinary/Dispute Resolution Committee of its recommendation within 10 days of the imposition of any league or association suspension. A copy of any such notice to the Affiliate Disciplinary/Dispute Resolution Committee shall be furnished to the suspended player, coach or team official.

9.8 Notification and Review by Affiliate

Any league or association disciplinary hearing committee shall notify the Affiliate Disciplinary/Dispute Resolution Committee of any match penalty imposed upon a player, coach or team official, the result of any disciplinary hearing and any suspension or other sanctioned imposed.

9.9 Game Suspensions

When a player, coach or team official receives a game suspension(s) he shall not be eligible to participate in the next game(s) that is (were) already on the schedule of that team before the incident occurred. A game, in order to satisfy a suspension, qualifies only when at least two complete periods of three stop periods of the game are played. Forfeited games shall not satisfy games suspensions. Players and coaches serving a suspension may not be involved in any aspect before, during or after a game, to include locker rooms-until the suspension is completely served.

9.10 Hearing Procedure

Generally, sanctions (other than playing rule sanctions) may be imposed only upon notice and a reasonable opportunity for a party to be heard. Hearings should be conducted as outlined in the Dispute Resolution Provisions as set forth in Bylaw 10 in *USA Hockey Annual Guide*. Hearings may include discussions in person, by telephone, or in writing or email. Hearings may include the attendance of factual witnesses or written factual statements of witnesses and the production of documents. A written decision will be prepared following any discipline hearing setting forth any sanctions imposed and the time period of any sanction or discipline. A copy of the written decision should be furnished to any individual, team or association upon which sanctions are imposed.

For a match penalty imposed under the USA Hockey Playing Rules the proper authorities, as determined by PVAHA, may propose to the party receiving the match penalty the standardized discipline suspension set forth for that match penalty in the Preface of the current *USA Hockey Playing Rules*. The offending party can accept the recommended suspension or reject the recommended suspension and request a hearing.

9.11 Appeals to the Affiliate Board of Directors

A party sanctioned or disciplined by any league, association or the Affiliate Discipline/Dispute Resolution Committee may appeal the sanction or disciplinary action to the Affiliate Board of Directors. The appealing party must notify the suspending authority and the Affiliate President or designee in writing of an appeal within fourteen (14) days of receipt of the decision of the suspending authority. If the notice of appeal is not delivered to the Affiliate President or designee within the fourteen (14) day period the suspension or discipline imposed shall be final. The notice of appeal must be in writing and must state the reason and basis for the appeal. The Affiliate President may designate an Affiliate Appeal Panel (3 members) to hear the Appeal or refer the Appeal to the full Affiliate Board of Directors at his/her discretion. If the Affiliate President designates a three-member Affiliate Appeal Panel he/she shall designate one member of the Affiliate Appeal Panel to serve as the Chair of the Appeal Panel. The Chair of the Affiliate Appeal Panel may at his/her discretion determine: 1) that the Appeal will be decided based on the written statements of the parties and the record below, or 2) hold a hearing on the Appeal. No member of the original Hearing Panel may serve as a member of the Affiliate Appeal Panel or serve on an Appeal to the full Affiliate Board of Directors. The decision of the Affiliate Appeal Panel or the Affiliate Board of Directors on any appeal should be limited to the evidence and information presented to the original suspending or sanction authority. Any sanctions or discipline imposed remains in effect until the Affiliate Appeal Panel or the Affiliate Board of Directors takes action on the appeal. Any decision of an Affiliate Appeal Panel is not subject to further appeals to

the Affiliate Board of Directors. There is no appeal of game misconduct penalties imposed for violations of Playing Rules.

The Affiliate Appeal Panel may, at its discretion, affirm, increase or reduce any sanction imposed upon on player, coach or team official.

9.12 Physical or Sexual Abuse Allegations

In the event of any allegations of physical, sexual or other abuse by a player, coach, team official or other volunteer the association or team officials shall immediately notify the Affiliate Safe Sport Coordinator, the Affiliate President or any Affiliate Officer of such allegations of physical, sexual or other abuse. In any situation involving allegations of child physical or sexual abuse a report must also be made to the appropriate law enforcement authorities. See *USA Hockey Safe Sport Policy* for more information on reporting requirements concerning allegations of physical or sexual abuse.

9.13 Summary Suspension

A summary suspension may be imposed by any Discipline Authority only in those cases where a party has been arrested for a crime alleged to have been committed, a Party has assaulted another person or violated the USA Hockey Safe Sport Policy, including abuse between adults, or other violations of USA Hockey Policies set forth in the *Annual Guide* or comparable Policy of PVAHA set forth in PVAHA Rules and Policies. PVAHA will comply with Safe Sport policies and Minor Athlete Abuse Prevention Policies (MAAPP) as set forth and amended from time to time in the *USA Hockey Safe Sport Program Handbook*. As set forth in the Handbook, a summary suspension may be immediately imposed by the Affiliate pending final resolution of a complaint or any legal proceeding when there is specific and credible information that a participant has committed misconduct as defined in the Safe Sport Handbook and the MAAPP policies, and there is an ongoing risk of future harm to a complainant or participant.

A pre-suspension hearing is not required for imposition of a summary suspension. Any summary suspension must be in writing and provided to the suspended party. The written notice of summary suspension must notify the suspended party of the reason for the summary suspension and inform the suspended party of his or her right to request a hearing. The suspended party must submit a request for a hearing of a summary suspension within seven (7) days of the party being notified of the summary suspension. Any hearing following a summary suspension shall be conducted according to the provisions of the Unified Procedure as set forth in the *USA Hockey Annual Guide*.

9.14 Legal Actions

In order to preserve the integrity of amateur hockey, any recourse to the courts or legal action by any member, individual, team or association before all of the rights of the bylaws and the rules of the Potomac Valley Amateur Hockey Association and the bylaws of USA Hockey have been exhausted, shall result in the immediate suspension and disqualification from participation in any USA Hockey activity of such member, individual, team or association.

9.15 High School Eligibility and School Sanctioned Teams

In high school hockey, where membership and eligibility issues are governed by rules or regulations of a school, a state or district interscholastic organization, decisions on player eligibility are not subject to appeal to the Affiliate under these rules. Decisions by a school or registered high school team suspending a player from participation on a high school team or imposing any school discipline are not subject to appeal by the player or team to the Affiliate.

9.16 Administrative Action(s) by the Affiliate that determines or affects the eligibility of an association or team to participate in competition leading to USA Hockey National Championships or membership in the Affiliate by an association.

- 9.16.1** Each year the Affiliate shall post on the PVAHA webpage all rules, procedures and forms or applications governing application for membership in PVAHA by an Association or eligibility to compete in competition leading to USA Hockey National Championships. The deadline for applying and the information to be provided shall be set out in these rules or in any application form required.
- 9.16.2** Upon receipt of an application for membership in the Affiliate or application seeking participation in competition leading to USA Hockey National Championships the Affiliate President shall appoint a 3-member tiering sub-committee/hearing panel to hold a hearing with the applicant to review submitted materials and to obtain additional information from the applicant. The members of the hearing panel should have experience and knowledge about the organization and administration of amateur hockey activities and must be reasonably disinterested and impartial and not have conflicts of interest as more specifically outlined in the USA Hockey Conflict of Interest Policy.
- 9.16.3** The applicant should be provided with copies of any documents, recommendations, or other information to be considered by the hearing panel making the determination on the application.
- 9.16.4** Any hearing on administrative actions under these Rules shall be held in accordance with USA Hockey Bylaw 10 C. The written decision of the hearing panel shall be provided to the applicant and to the Affiliate President by the hearing panel within the time limits for decisions specified in USA Hockey Bylaw 10 C (4) (g). The written decision should set out the criteria used in making the decision and explain the factors that are the basis for the decision. In addition to submitting a written decision the hearing panel should document the records and other documents considered by the hearing panel and any witnesses that addressed the hearing panel.
- 9.16.5** Appeals of an administrative action decision by an Affiliate hearing panel shall be initiated by submitting a written Statement of Appeal to the Affiliate President within the time limits set out in USA Hockey Bylaw 10 E. Appeals may be considered by the Affiliate Board of Directors or by a 3-person Appeal Panel appointed by the Affiliate President. The specific appeal procedures to be followed by an applicant or the Affiliate are set out in USA Hockey Bylaw 10 E. Any member of the Affiliate Board or Appeal Panel hearing the appeal must be reasonably disinterested and impartial.
- 9.16.6** A party or association subject to an adverse administrative action decision before any hearing was held may contest that administrative action by requesting a hearing or appeal, as appropriate, as specified in USA Hockey Bylaw Sections 10 C and 10 F.

10.0 Officials

10.1 Referees-in-Chief

The designated USA Hockey State Supervisors of Officials for Maryland/District of Columbia and Virginia shall serve concurrently as Co-Affiliate Referees-in-Chief. They shall be accountable to the Affiliate Board of Directors for implementation and oversight of the USA Hockey Officiating Program within the Affiliate, and shall represent the Affiliate Board of Directors in coordinating matters pertaining to officials or the officiating program with Proper Authorities as defined in Section 9.6, local official associations, USA Hockey district and national authorities, and other interested parties.

10.2 USA Hockey Crest

All officials must wear the current USA Hockey crest on their sweater when officiating USA Hockey sanctioned games. The sweater crest must not be worn when officiating non-sanctioned games, as defined in Section 11.5.

10.3 Assignors

10.3.1 Assignors shall be registered, certified USA Hockey officials. Any individual or company engaged in assigning ice hockey officials for any USA Hockey sanctioned games in the Potomac Valley Amateur Hockey Association (PVAHA) whether on behalf of leagues, programs or tournaments shall be required to complete SafeSport and background screening and agree to be subject to the rules and regulations promulgated by both USA Hockey and PVAHA.

10.3.2 The Assignor of Officials shall promote, develop, and administer a competitive Officiating and Assignment program. The principal purpose of this program shall be to provide Officials the opportunity to officiate in a competitive hockey environment by offering:

- a. High quality education, instruction, and knowledge of officiating.
- b. Adequate mentoring via ice time and game assignments to gain experience and skill development.
- c. Exposure to advanced competition through participation in high caliber games and tournaments.

10.3.3 Assignors must be approved by and serve at the discretion of the District Referee-in-Chief or their designee. Assignors are appointed for a term of up to one (1) year and are renewable annually. The term shall be from August 1 of the current year through July 31 the following year.

11.0 Playing Rules and Games

11.1 Playing Rules

The Official USA Hockey Playing Rules shall be used for all games played within the Affiliate. Each member association agrees to abide by USA Hockey Playing Rules, Regulations, Policies and Declarations.

11.2 USA Hockey Officials

All games played within the Affiliate shall be officiated by properly registered USA Hockey officials. Assignment of officials shall be consistent with the USA Hockey officiating assignment guidelines, as set forth in the Assignment Guidelines on the USA Hockey website.

11.3 Scoresheets

All team coaches, managers, and players in attendance at a game must be listed on the certified *USA Hockey Roster Registration Form (I-T)*, and listed on the paper game scoresheet or electronic game sheet. The name and CEP number for all listed coaches must also be shown on the game scoresheet. To assist officials in the submission of reports through the USA Hockey Game Reporting Tool, teams using a paper scoresheet shall add a roster sticker to the paper scoresheet with the names and the USA Hockey registration confirmation number of all players and coaches participating in games for that team.

USA Hockey Rule 505 Official Scorer (a) Prior to the start of the game, the official scorer shall obtain on the scoresheet the signatures of all coaches of each team, one of whom shall be designated as Head Coach, along with the CEP card number, CEP level and the year the CEP level was attained for each coach.

(b) The Official Scorer shall keep a record of each goal scored by indicating those player(s) who are credited with scoring the goal and any assists and have announced over the public address system. No request for changes to the officials scoring shall be considered unless they are made at or before the conclusion of the game. They shall indicate on the scoresheet those players from each team who actually participated in the game. They shall note on the scoresheet the time any substitute or temporary goalkeeper has entered the game and designate any goal scored when the goalkeeper has been removed from the ice.

(c) Upon the immediate conclusion of the game, the Official Scorer shall also prepare the Official Scoresheet for signature by the Referee and forward it to the proper authorities. The term “proper authorities” as applied under these rules is defined as the governing body of the team or teams involved, as determined by the Affiliate.

11.4 Game Reports

Game officials shall submit written game reports to document all major penalties, game misconduct and match penalties, as mandated by USA Hockey Playing Rules. For any other incident not involving a game-suspending penalty which an official believes should be brought to the attention of the proper authorities, game reports shall be submitted to the proper authorities defined in Sections 9.5 and 9.6, and shall be rendered within the reporting timeframes using generally accepted game report formats. Game officials within PVAHA shall utilize the USA Hockey Game Reporting Tool for reporting match penalties, game misconduct penalties and any penalty that falls under USA Hockey Rule 411.

11.5 Non-USA Hockey Registered Teams

Teams registered within the Affiliate should not play games against teams under suspension by the Affiliate or USA Hockey. A team registered within the Affiliate should not play non-USA Hockey teams without a *Special Event Sanction Form* approved by the appropriate USA Hockey

Southeastern District Associate Registrar. A team registered within the Affiliate may play non-USA Hockey teams in a tournament registered with USA Hockey or when traveling outside of the United States on a *Travel Permit* issued by the USA Hockey Registrar.

11.6 Length of Penalties

The length of penalties for all Youth, Girls and High School games shall be as set forth in USA Hockey Playing Rule 402 (Minor Penalties), Rule 403 (Major Penalties), Rule 404 (Misconduct Penalties) and Rule 405 (Match Penalties).

12.0 Travel Permits

12.1 Travel Permits

A travel Permit is not required for teams registered within the Affiliate to participate in any sanctioned USA Hockey Tournament or games in another Affiliate of USA Hockey.

12.2 Canadian Travel Permits

All PVAHA teams traveling to Canada to play games or participate in tournaments must obtain a *Canadian/USA Hockey Travel Permit* from the appropriate USA Hockey Southeastern District Associate Registrar. See also Rule 1.5.

12.3 Other International Games

Any PVAHA team participating in games, tournaments or other international matches outside of North America must submit an application for international competition — outbound — to the appropriate USA Hockey Southeastern District Associate Registrar for approval to participate in such event. Any Affiliate team participating in games, tournaments, or other international matches inside of North America must submit an application for international competition — inbound — to the appropriate USA Hockey Southeastern District Associate Registrar for approval to participate in such event.

13.0 Affiliate and District Elections

13.1 Voting Rights

In any election for the Affiliate Board of Directors or for the position of District Director, the voting rights of a participant member shall be exercised by the President/Executive Officer or Registrar of the participant member's local association/member program. The number of current season votes to be cast by any local association/member program will be based on the registered members filed with USA Hockey as of March 1 of each calendar year.

13.2 Eligibility Requirements Affiliate Director

Any person interested in serving as a PVAHA Director shall be eligible for election provided they are in good standing with both USA Hockey and PVAHA. All Directors of PVAHA, and any individual seeking to serve as a PVAHA director, must reside in either Maryland, Virginia or the District of Columbia.

13.3 Nominations for Affiliate Directors

Prior to any election for the Affiliate Board of Directors the Affiliate Secretary or Vice President shall send to each local association/member program a letter or notification that the Affiliate is seeking nominations to fill positions on the Affiliate Board of Directors. The letter/notification shall specify the number of positions open on the Affiliate Board of Directors, the term of office, the name of those individuals whose terms on the Affiliate Board are expiring, the method by which nominations may be made and the date by which nominations must be received. This letter/notification shall be sent by mail or by such other method as approved by the current Affiliate Board of Directors to the local association/member program President/Executive Officer or Registrar as identified on a mailing list to be obtained from the Affiliate Associate USA Hockey Registrar. The Affiliate shall also post the same information on the Affiliate website (News Section). Any participant member or officer of a local association/member program may nominate himself/herself or any other person for the position of Affiliate Director. All nominations shall be in writing and must include a brief resume of the candidate. The Affiliate Secretary or Vice President shall confirm the residency and interest in being a nominee of any candidate nominated. A candidate nominated may decline to have his/her name placed on any ballot.

13.4 Ballots and Election Timetable

Ballots should be distributed to local association/member programs by mail or by such other method as approved by the Affiliate Board of Directors in accordance with the following timetable:

- Nominations Open — March 1
- Nominations Received By — March 31
- Ballots Distributed — April 15
- Ballots Received/Postmarked By — May 15

The Affiliate Board may vote to alter the dates listed above, but all elections must be completed before the USA Hockey Annual meeting. If any date specified in this timetable falls on a Sunday or legal holiday the date shall be extended to the next weekday. No write-in ballots shall be accepted. Ballots shall be returned as specified on the ballot. The candidate(s) with the highest number of votes will be certified the winner(s). Candidates elected to the Affiliate Board of Directors shall assume their position upon conclusion of the USA Hockey Annual meeting. All ballots shall be retained by the Affiliate for a period of 6 months after the election is concluded.

14.0 Policies of the Potomac Valley Amateur Hockey Association

14.1 The board of directors of the Potomac Valley Amateur Hockey Association (PVAHA) shall adopt Policies as required by USA Hockey as set forth in the current *USA Hockey Annual Guide*, *SafeSport Handbook* and other publications, including, but not limited to:

- A. Zero Tolerance
- B. USA Hockey SafeSport and Screening Policy
- C. Locker Room and Co-Ed Locker Room Policy
- D. Consumption/Use/Abuse of Mood Altering Substances
- E. Sports Concussion Management Program
- F. Use of Mailing Lists
- G. Transgender Athlete Eligibility Policy
- H. Declaration of Player Safety, Fair Play and Respect
- I. Member Association Agreement
- J. Various Codes of Conduct as specified in the *USA Hockey Annual Guide*

PVAHA has also adopted the following policies:

14.2 Whistleblower Policy:

14.2.1 Introduction: PVAHA requires all board members, officers and representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Board members, officers and representatives must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. Set forth below is the PVAHA policy with respect to the reporting of good-faith concerns about the legality or propriety of PVAHA actions or plans.

14.2.2 Reporting Responsibility: It is the responsibility of all board members, officers and representatives to report violations or suspected violations in accordance with this policy.

14.2.3 Confidentiality: PVAHA will treat all communications under this policy in a confidential manner, except to the extent necessary (a) to conduct a complete and fair investigation, or (b) for review of PVAHA operations by the board, its independent public accountants and legal counsel.

14.2.4 Retaliation: PVAHA will not permit any negative or adverse actions to be taken against any individual: (a) for making a good-faith report pursuant to this policy even if the report is mistaken, or (b) who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. Any board member, officer or representative of the Affiliate who retaliates against someone who has reported a violation in good faith is subject to discipline. This policy is intended to encourage and enable board members, staff, representatives and others to raise serious concerns within PVAHA prior to seeking resolution outside the organization.

14.2.5 How to Report Concerns or Complaints: Suspected ethics violations, violations of applicable law, or other wrongdoing or alleged retaliation may be reported by contacting the president of PVAHA. However, if you are not comfortable dealing with the president of PVAHA or are not satisfied with his or her response, you may contact any board member whom you are comfortable approaching. If you wish to remain anonymous, it is not necessary that you give your name or position in any notification. Please provide as

much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

14.3 Document Retention Policy

14.3.1 Purpose: The purpose of this policy is to ensure that the necessary records of the Potomac Valley Amateur Hockey Association are adequately protected and maintained. This policy is also for the purpose of aiding board members, officers and representatives of PVAHA in understanding their obligations to retain PVAHA records in the event of actual or threatened litigation, governmental investigations or subpoenas.

14.3.2 Documents Covered by Policy: This policy relates to all of PVAHA's significant records and documents including, without limitation, the following categories of records and documents:

- **Accounting and Administrative Records:** Financial statements, ledgers, audit records, tax returns, invoices and expense records, cash receipts and purchase orders. All documents created or received in connection with a donation that is made to PVAHA, including grant applications. Records and documents evidencing compliance with any state or federal regulation.
- **Meeting Records; Rules and Policies:** Certificate of Incorporation, bylaws, meeting minutes, PVAHA's application for approval for federal tax exemption, rules, regulations and policies adopted by Board and Board policies and resolutions.
- **Employment Records:** PVAHA does not have any current employees. Should the Affiliate hire employees in the future then it should retain State unemployment tax records, earnings records, garnishment records, payroll tax returns, W-2 forms and W-4 forms.
- **Bank Records:** Bank deposits, check copies, stop payment orders, bank statements, check signature authorizations and bank reconciliations.
- **Legal Records:** Records relating to claims, court documents and records, deposition records, litigation files and records relevant to pending or threatened litigation or administrative proceedings and Board disciplinary hearings.
- **Contracts:** Contracts or agreements with any: (i) director or officer or close relative of such director or officer or (ii) or any other party if, in the latter case, the contract or agreement in question is for a term of one year or more or involves liability or potential liability to PVAHA Hockey in an amount of \$25,000 or more.

14.3.3 Administration: The Affiliate Board is in charge of the administration of this policy and is responsible for the following functions:

- ensuring that Board Members, officers and representatives understand and follow the policy;
- providing oversight on actual retention and destruction of records;
- periodically following up with legal counsel or the Affiliate public accountant to ensure proper retention periods are in place;
- ensuring the proper storage of records; and
- suspending the destruction of records in the event of any actual or threatened litigation, governmental investigation or subpoena.

14.3.3.1 Document Retention: All the documents and records described in Section B shall be retained for a minimum of seven (7) years.

14.3.3.2 Cessation of Record Destruction or Deletion: If: (a) a lawsuit is filed or threatened or (b) a legal document request has been made upon PVAHA or (c) PVAHA receives notice of a governmental investigation, all destruction and deletion of records must cease immediately. Board members, officers and representatives of the Affiliate are obligated to inform their supervisors or board members of the Affiliate as soon as they become aware of any circumstances that would or might require such cessation.

14.4 Conflict of Interest

14.4.1 Introduction and Purpose: Conflicts of interest have the potential to cause legal problems as well as embarrassment to the Potomac Valley Amateur Hockey Association. While transactions involving conflicts of interest are not be prohibited, they must be fully disclosed to and considered by the Affiliate board prior to being implemented. A conflict of interest exists when a responsible person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities in any material respect on behalf of PVAHA or USA Hockey or undermine the interests of PVAHA or USA Hockey. The definition of conflict of interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a conflict of interest exists whenever the public may reasonably infer from the circumstances that there could be a conflict of interest.

This conflict of interest policy is designed to help board members, officers and representatives of PVAHA identify situations that present potential conflicts of interest and to provide PVAHA with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a board member, officers or representative has or may have a conflict of interest with respect to a transaction. Certain terms used in this policy are defined in 14.3.4.

14.4.2 Conflict of Interest Defined: For purposes of this policy, the following circumstances shall be deemed to create conflicts of interest:

14.4.2.1 Outside interests:

- (i) A contract or transaction between PVAHA and a board member, officer or representative or a close relative of such board member, officer or representative.
- (ii) A contract or transaction between PVAHA and an entity in which a board member, officer or representative or close relative has a material financial interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
- (iii) If a board member, officer or representative holds a responsible position in an entity with a matter pending before PVAHA, or has direct involvement in the matter in question.
- (iv) If a board member or representative is a close relative of an individual with a matter pending before PVAHA, or is a close relative of an individual who holds a responsible position in an entity with a matter pending before PVAHA.

14.4.2.2 Gifts, Gratuities and Entertainment: A board member, officer or representative accepting gifts, entertainment or other favors from any individual or entity who or which:

- (i) does, or is seeking to do, business with PVAHA; or

- (ii) has received, is receiving, or is seeking to receive a grant, or to secure other financial considerations from PVAHA; under circumstances where it might be inferred that such action was intended to influence or possibly would influence such board member, officer or representative in the performance of his or her duties. These provisions do not preclude the acceptance of items of normal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transactions or activity of PVAHA.

14.4.3 Procedures:

1. Before Board action on a proposed contract or transaction involving a Conflict of Interest is taken, all facts material to the Conflict of Interest shall be disclosed to the Board.
2. A person who has a Conflict of Interest shall not participate in the Board'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.
3. A person who has a Conflict of Interest may not vote on the matter in question.
4. Following full discussion of the possible conflict of interest, the Board shall determine whether or not a conflict of interest exists and, if so, the Board shall vote to authorize the contract or transaction or take any other action it deems necessary to address the conflict and protect the best interests of PVAHA.
5. The minutes of the meeting of the body reviewing the conflict of interest and making a decision on the underlying matter shall reflect (a) the matter under consideration, (b) the responsible person with the conflict of interest, (c) the responsible person's ineligibility to vote and/or absence from the meeting during any discussion or vote, and (d) the decision of the body on the matter under consideration.

14.4.4 Definitions: For purposes of this policy, the following terms shall have the following meanings:

1. A "close relative" of a person is a spouse, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of the person in question.
2. A "contract or transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of economic relationship with PVAHA. The making of a gift to PVAHA is not a contract or transaction.
3. A "material financial interest" of a person in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect the person's judgment with respect to transactions to which the entity is a party.
4. A "responsible position" in an entity includes (i) the ownership, directly or indirectly, of at least 20% of the ownership interests of the entity, or (ii) the position as an officer, director or manager of the entity, or holds a control position therein such that he or she has a right to directly or indirectly direct the management and policies of the entity.
5. A "responsible person" is any director, officer, member of a PVAHA committee or any other representative of PVAHA.

14.5 Confidentiality Policy

14.5.1 Nondisclosure Policy: Each Responsible Person (defined below) shall exercise care not to disclose confidential information acquired in connection with such status, the disclosure of which might be adverse to the interests of the Potomac Valley Amateur Hockey Association (“Organization”). No Responsible Person shall use confidential information for his or her personal gain.

14.5.2 Policies: For the purposes of this policy, a “Responsible Person” is any person who holds one or more of the following positions with Organization or with an entity that controls, is controlled by, or is under common control with Organization: Director; Director Emeritus; officer; member of a council, committee or similar body; member of the Organization staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of Organization to be subject to this policy.

14.5.3 Types of Confidential Information: The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the board of directors of Organization:

1. Information regarding the appointment or termination of employees.
2. Employee evaluations and compensation.
3. Information about contractual relationships with third parties.
4. Financial information.
5. Membership data, including any identifying or contact information for any member of the Organization, or within Organization’s records or database(s).
6. The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

14.5.4 Failure to Comply: Any Responsible Person who fails to comply with the provisions of this confidentiality policy shall be subject to such sanctions or other action by the Organization pursuant to Organization’s Bylaws. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanction as Organization determines is appropriate.

Each Responsible Person must also be familiar with and comply with any applicable state or federal law with respect to protection of private information.

15.0 SafeSport Policy

15.1 Adoption of SafeSport Policies

All Affiliate Associations must comply with the SafeSport Policies as established by the U.S. Center for SafeSport and USA Hockey. Each Association shall be bound by the SafeSport Policies that address the following types of abuse and misconduct and set forth boundaries for appropriate and inappropriate conduct:

- Sexual Misconduct
- Physical Misconduct
- Emotional Misconduct
- Bullying
- Threats
- Harassment
- Hazing

Each Association shall have policies designed to incorporate protections to reduce the risks of potential abuse addressing the following issues (if applicable):

- One-on-One Interactions Policy
- Locker Room Policy
- Athletic Training Modalities Policy
- Social Media & Electronic Communications Policy
- Travel Policy
- Billeting Policy

15.2 SafeSport Training and Screening Policy Compliance

All Associations shall ensure that the following participants are compliant with USA Hockey's SafeSport Training and Screening Policy:

1. Members of the Affiliate Board of Directors
2. Member Program administrators, including board members, hockey directors and other program staff who have regular access to or supervision over minor participants
3. Coaches
4. Team managers
5. Officials
6. Locker room monitors
7. Team drivers (unless professional transportation companies are used)
8. Travel chaperones
9. Everyone with regular access to youth participants

The Affiliate and/or Member Program may require that additional persons be screened.

Each USA Hockey Affiliate, and each USA Hockey Member Program, as a condition of sanctioning by USA Hockey or any Affiliate, must agree to and must comply with the SafeSport Program Policies herein and all requirements of the *SafeSport Program Handbook*.

15.3 Association Reporting

All Affiliate Member Associations shall on a monthly basis provide the applicable Affiliate SafeSport Coordinator with notice of any alleged violations of SafeSport policies, and shall promptly advise the Affiliate SafeSport Coordinator of the results of any investigations, hearings or other proceedings within their associations that involve allegations or violations of the USA Hockey SafeSport Policies or this *SafeSport Handbook*.

15.4 Member Program Agreement

All member associations agree to submit a signed copy of the *USA Hockey Member Program Agreement to Adopt and Comply with SafeSport* form to the Affiliate SafeSport Coordinator before September 1st of the current season. See Addendum (attach link).

The Affiliate may also require an agreement between the Affiliate and each individual Member Program.

16.0 PVAHA Website

- 16.1** PVAHA designates its website, www.pvaha.org, as its primary means of communication with associations and members. Affiliate Rules and Regulations, IRS 990 Forms, Affiliate Grant information, notice of events and other documents and important information will be posted to the website. Information will be updated and changed periodically. Associations, teams and coaches are responsible to be familiar with USA Hockey and Affiliate Rules and Policies.

End of document.



USA HOCKEY MEMBER PROGRAM AGREEMENT TO ADOPT AND COMPLY WITH SAFE SPORT PROGRAM (2026–27 SEASON)

This Agreement, dated _____, is entered into by _____ (“Member Program”) a hockey program that is a member of (“Affiliate”) as a condition of being sanctioned by USA Hockey.

Member Program agrees that its membership in the Affiliate and sanctioning by USA Hockey are conditioned on the following (the meaning of capitalized terms herein will be consistent with their respective definitions in the Safe Sport Program Handbook):

1. **Compliance with Safe Sport Program.** Member Program is required to implement, comply, and monitor compliance with the USA Hockey Safe Sport Program Handbook and the SafeSport Code for the U.S. Olympic and Paralympic Movement as adopted by the U.S. Center for SafeSport (the “Center for SafeSport”), and the requirements set forth in the Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017, each as amended and/or as may be amended while this Agreement is in effect. Copies of the USA Hockey Safe Sport Program Handbook may be found at www.usahockey.com/safesportprogram, and copies of the SafeSport Code for the U.S. Olympic and Paralympic Movement may be found at www.uscenterforsafesport.org.
2. **Safe Sport Training.** Member Program agrees that Safe Sport Training shall be required for the following categories of Adult Participants as a condition of their participation in such role (note that USA Hockey may modify these requirements from time to time as it deems appropriate):
 - (i) All Member Program administrators, including board members, hockey directors and other program staff who have Regular Contact with or Authority¹ over amateur athletes who are minors;
 - (ii) Coaches;
 - (iii) Team managers;
 - (iv) Locker room monitors;
 - (v) Team drivers who will have Regular Contact or Authority over amateur athletes who are minors;
 - (vi) Travel chaperones;
 - (vii) Personal Care Assistants;
 - (viii) Other persons whose position with a USA Hockey, an Affiliate or Member Program allows them to have Regular Contact with or Authority over amateur athletes who are minors.
 - (ix) Hockey players seventeen (17) or over on or before December 31 of playing season in age classifications with amateur athletes who are minors; and
 - (x) Officials/referees who are or will be seventeen (17) years old or older as of December 31 of that registration season.

Beginning with the 2022-23 season, SafeSport Training is valid for 12 months. All persons specified above must complete training prior to having have Regular Contact with or Authority over amateur athletes who are minors, and must complete the next applicable SafeSport course on an annual basis (every 12 months) following completion of the previous course. A person with expired training shall be ineligible to participate as a coach, official, administrator, volunteer, employee or in any role where they have Regular Contact with or Authority over amateur athletes who are minors, until they have completed the requisite SafeSport Training.
3. **Background Checks.** All Adult Participants in categories (i) through (viii) above shall also complete a background screen in accordance with USA Hockey’s Background Screen Policy. Note: officials between the ages of 14 and 17 who live in or expect to work in Pennsylvania must also meet certain state law-imposed background screening requirements.
4. **Adoption of Required Policies.** Member Program shall adopt, comply with and maintain rules and policies requiring its members to comply with the One-on-One Interactions, Locker Room, Athletic Training Modalities, Social Media and Electronic Communications, Transportation/Lodging and Billeting Policies as set forth in the USA Hockey Safe Sport Handbook.
5. **Required Reporting.** Member Program agrees that it shall adopt, maintain and enforce policies that require (a) those adults in its program that are registered with USA Hockey, and (b) those adults authorized by Member Program to a position that will have Regular Contact with or Authority over Minor Athletes, to report:

¹For the purposes of this Agreement, the term “Regular Contact” means ongoing interactions within a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete. The term “Authority” means one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person. A “Minor” refers to a person under the age of 18.

- (i) actual or perceived violations of the USA Hockey Safe Sport Program Handbook,
- (ii) any violations of the Sexual Misconduct, Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment or Hazing Policies, and
- (iii) suspicions or allegations of child physical or sexual abuse as required by the USA Hockey Safe Sport Program.

Member Program agrees that, should it become aware of any such violation(s), it will report as required by the USA Hockey Safe Sport Program. **The USA Hockey reporting policy specifically provides that, pursuant to federal law, any Adult Participant is considered a mandatory reporter, and if any such person learns of facts that give reason to suspect that a child has suffered an incident of Child Abuse, including sexual abuse, he/she shall as soon as possible make a report of the suspected abuse to the U.S. Center for SafeSport and to applicable law enforcement authorities. Member Program and its adult members/representatives shall not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for or prior to reporting their concerns.**

6. **No Retaliation.** Member Program will not encourage, allow or tolerate attempts from any individual, group or organization to retaliate, punish, or in any way harm any individual(s) who reports a concern in good faith or otherwise participates in an investigation (e.g., a witness). Such actions will be considered a violation of the USA Hockey Safe Sport Program and grounds for disciplinary action, and may also be subject to civil or criminal proceedings.
7. **Member Program Reporting to Affiliate.** Member Programs shall promptly (and on no less than a monthly basis) provide the Affiliate Safe Sport Coordinator with notice of any alleged violations of Safe Sport policies, and shall promptly advise the Affiliate Safe Sport Coordinator of the results of any investigations, hearings or other proceedings within their program that involve allegations or violations of the USA Hockey Safe Sport Policies or the Safe Sport Program Handbook.
8. **Submission to Jurisdiction of the U.S. Center for SafeSport and Enforcement of Sanctions or Discipline.** Member Program agrees that it shall not engage in its own investigation or disciplinary process related to any allegations or reports that are within the exclusive jurisdiction of the U.S. Center for SafeSport. Notwithstanding the jurisdiction of the Center for SafeSport, prior to the Center for SafeSport expressly exercising such jurisdiction, Member Program retains the authority to address any allegations of sexual abuse or misconduct on an interim/temporary basis, including through the issuance of a summary suspension pursuant to the disciplinary process as described in Bylaw 10 in USA Hockey's Annual Guide. Upon the Center for SafeSport's exercise of jurisdiction, any temporary suspension, discipline, or other measures previously imposed by Member Program will remain in effect unless and until the Center for SafeSport modifies those measures. Once the Center for SafeSport exercises jurisdiction over particular allegations regarding a particular participant, Member Program may not issue a new suspension in response to those allegations. However, Member Programs may still put in place any necessary safety plan(s) or interim measure(s) short of a suspension or other measures that may deny or threaten to deny a participant's opportunity to participate. Upon the issuance by the Center for SafeSport, USA Hockey or Affiliate, of any disciplinary measures, eligibility decisions or other sanctions, Member Program agrees to enforce such suspension, measures or other sanction within its program.
9. **Compliance Certification.** Member Program shall at least annually, or more often if required by the Affiliate, report and provide information as required or requested to the Affiliate and/or Affiliate Safe Sport Coordinator regarding the Member Program's compliance with the USA Hockey Safe Sport Program. Member Program agrees that its compliance with the terms of the requirements herein shall be subject to review by the Affiliate and/or USA Hockey. The terms of this Agreement shall be an ongoing obligation of the Member Program and, unless Affiliate or USA Hockey require that this Agreement be re-executed, expressly renewed or modified, shall automatically be renewed annually unless Affiliate or Member Program provide advance written notice of its termination effective as of the following 31st of August.

On behalf of the Member Program, the undersigned certifies that I am authorized by the Member Program to agree to the terms above and to submit this Member Program Agreement to Affiliate and USA Hockey as a condition of sanctioning by USA Hockey and membership in the Affiliate.

Does your program billet any minor players (under 18) on teams? ☐ Yes ☐ No *Please provide a copy of your billet or housing policy and contract.*

Member Program Name: _____

Acknowledged and Received by Affiliate: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____