

1. MHL TOURNAMENT DIRECTOR (TD) CHECKLIST

- Before the Tournament
 - Send hotel information to out-of-town teams in a timely manner. Include directions to the ice rink(s) Send info to teams that direct them to the MHL/ MWAHA web page for hotel info. Teams are strongly encouraged to establish local hotel agreements and to reciprocate by supporting host team hotel agreements during seeding and finals weekends.
 - Secure necessary ice times and notify appropriate MWL Commissioner (or President if no Commissioner has been identified) who will establish game pairings and post them on the MWL Web page. Go to: <http://www.tristatehockey.com> and click on the Midwest button.
 - Schedule appropriate number of USA Hockey referees.
 - Schedule two off-ice officials for each game – one to operate the game clock and one score keeper. (*Goal judges are not required, but are suggested*) Announcers are not required but are a nice addition if available, particularly for Finals weekend.
 - Competing teams will provide penalty box attendants for their respective teams. Penalty box attendants are to conduct themselves in a professional, non-partisan manner at all times. Conduct violations will result in ejection from MHL weekends for the remainder of the season.
 - Ensure appropriate First Aid is available
 - First aid kit equipped as described in coaching manuals

First Aid Kit Checklist

- _____ plastic tape – 2 rolls
- _____ sterile gauze pads – 4 pads
- _____ sling – 1
- _____ Band-aids, assorted sizes – 20
- _____ foam rubber/moleskin
- _____ disinfectant
- _____ zip lock plastic bags for ice – 4
- _____ coins for pay telephone
- _____ emergency care phone numbers
- _____ list of emergency phone numbers
- _____ scissors
- _____ safety pins
- _____ surgical gloves
- _____ chemical ice packs
- _____ list of first aid kit contents

- Emergency phone numbers prominently displayed
- Directions to medical facilities available
- Associations are strongly encouraged to try and arrange **voluntary** medical assistance on site, particularly for larger

tournaments at the checking levels. First responders are sometimes willing to base themselves at the ice rink during tournaments. While they will leave to respond to calls, having them base at the rink greatly decreases time to respond to a player injury. There is no MHL reimbursement for medical support at tournaments.

- ❑ Provide approximately 20-game pucks for the weekend.
- ❑ Assign a person to check the current team roster before the first game is played by each team and compare to the game roster. Verify signed roster, all
- ❑ Assign a person to check teams in before the first game is played. They will be checking for:
 - Birth certificates
 - A signed USA Hockey roster (see detailed information below)
 - USA Hockey Consent to Treat forms

* The USA Hockey Team Application is no longer required by USA Hockey for National tournaments so the MHL will no longer require it as part of the check-in documentation.

- ❑ All teams must present birth certificates for each player; a signed USA Hockey roster; and USA Hockey Consent to Treat forms. These must be verified by the hosting organization. The current team roster must be checked before the first game is played by each team and compared to the game roster. Rosters must be signed by players, coach, and the USA Affiliate Registrar (Joe Strako)
 - **With out these items, teams (no signed roster) or players (no birth certificate or consent to treat form; or missing from/no signature on roster) WILL NOT BE ALLOWED ON THE ICE. ABSOLUTELY NO EXCEPTIONS. USA hockey rules state that there will be NO liability insurance for that game if a player is on the ice without his USA hockey roster being signed by the player and coach and the Affiliate Registrar.**
- ❑ The TD ensures game schedules and locker room assignments are posted in a prominent location (including the Tournament Director's name) and will provide copies of each to all participating teams (either coaches or managers). The TD ensures score sheets are ready for all games.
 - After the Tournament;
 1. Collect and send signed original game score sheets (top copy) to the appropriate Commissioner (or MHL President if no Commissioner is assigned) immediately following the weekend. It is imperative these sheets be mailed within five (5) working days so Commissioners have time to

review and verify reported results for seeding purposes, and take appropriate action on any Major penalties or Game Misconduct penalties.

2. Log onto the MHL web site and report scores from the weekend. Contact your travel director or the MWL President for the username and password.
 3. Report major penalties or game misconducts to the MHL President and appropriate Commissioner. Also provide a short summary of how the tournament went, any problems encountered, things that worked particularly well, etc.
- For Finals weekends
 - Purchase trophies (budget is \$55 per team attending)
 - Individual trophies for the 1st place team
 - Team trophies as listed below
 - Trophies and ordering
 - 1st place – 35” high – any number of teams playing
 - 2nd place – 27” high – any number of teams playing
 - 3rd place – 25” high – when 7 or more teams playing
 - Consolation – 24” high – optional with 6 or 7 teams playing
 - Sportsmanship – 23” high – winner to be identified by the appropriate Commissioner or MHL President if no Commissioner assigned

The hosting organization will have a budget of \$55/participating team to purchase trophies with. Receipts for trophies will be sent to the MHL Treasurer for reimbursement. If there are funds remaining out of budgeted amount after purchase of required trophies, the additional funds may be used to purchase participation medals or medals for 2nd and 3rd place teams as the hosting association sees fit. League reimbursement will be limited to \$55/participating team.

OTHER USEFUL INFORMATION FOR TDs!

2. POST CUPS

Post Cups. Post Cups are awarded to the winner of the Finals tournament. It is a traveling trophy and is passed to the team that wins the following year's Final tournament. The trophy is engraved with the names of each member of the winning team (like the Stanley Cup) on plates attached to the base. When the base is filled up another section of trophy base is added. The league pays for engraving the trophy with the names. The team who wins the trophy is responsible for getting it to the following year's tournament so it can be presented at the end of the tournament. The team in possession is responsible for maintaining the trophy in good repair and paying for any damages.

3. GAME FORMATS

- Purpose – The intent of these procedures is to provide a uniform format for all games sanctioned by MHL. Elapsed time for games will vary somewhat based on the amount of scoring, the incidence of penalties and the occurrence of injuries. It is the responsibility of the host team’s tournament coordinator / director to maintain the game schedule. Each game should be held to the time allotted so subsequent games do not have to be shortened to fit the available time. If, at the end of the second period of the game, it appears the game will run beyond its scheduled completion time, the tournament coordinator will reduce the time allotted for the third period and will notify each coach and the referees.
- A minimum of one-hour rest period should be provided between games **for both Seeding and Finals weekends**. No visiting team can be scheduled to play back-to-back games unless it is requested by them. If playing back-to-back games is unavoidable, the **HOST TEAM** must play the back-to-back game.
- Time Outs
 - Seeding weekend games, by USA Hockey rules are, “Curfew games” and there are NO timeouts allowed. (*except for Midgets as the 2-hr game time will allow for timeouts and each team will be allowed only one-time out.*) One (1) timeout for each team will be allowed only during MHL Finals games for Mites through Bantams.
- Overtime
 - Seeding Weekends – NO overtimes or shootouts; games ending in ties are ties and each team will receive 1-point in the standings.
- Running Clock
 - If there is a 10-goal lead at the beginning of or during the 2nd period, time will shift to a running clock and remain so as long as there is a 10-goal lead. At such a time the clock will continue to run at all times except for goals, penalties and injuries.
 - If there is a 5-goal lead at the beginning of or during the 3rd period, time will shift to a running clock and remain so as long as there is a 5-goal lead. At such a time the clock will continue to run at all times except for goals, penalties and injuries.
- Penalties
 - STOP CLOCK OR RUNNING CLOCK
 - Minors – 2 minutes
 - Majors – 5 minutes
 - Misconduct – 10 minutes

□ **SEEDING WEEKEND PLAY**

Mite –Peewee competitive Play

Seeding (Round Robin weekends)

- On Ice time approximately 1-hour
- Warm up – 5 Minutes
- All periods 12 minute stop clock
- 1 Minute Break between periods
- No Time Outs

Bantam competitive Play

Seeding (Round Robin weekends)

- On Ice time approximately 1.5-hours
- Warm up – 5 Minutes
- All periods 15 minute stop clock
- 1 Minute Break between periods
- No Time Outs

Midgets – Round Robin weekends

- On Ice time Approximately 2-hours
- Warm up – 5 minutes
- All periods 15 minute stop time
- Resurface ice before each game and between 2nd and 3rd periods
- All midgets Round Robins weekends shall have 3 officials
- 1 Time Out allowed per team per game

- **FINALS WEEKEND PLAY** (See section 6 for finals played with 6 or less teams) *Note: Higher seeded team for Finals is always the home team.*

Mites - Peewees

- On ice time approximately 1 hour 15 minutes
- Warm up – 5 Minutes
- All periods 12 minute stop clock
- 1 Minute Break between periods
- Overtime – 5 minutes stop clock (5 on 5 with penalties carrying over from regulation time) Games are played until a winner is determined. There are no points awarded for overtime losses in pool play finals format.
- 1 – Minute Break

- Shootout – 5 players (players serving penalties at the end of the Overtime period are excluded from the shootout)
- Sudden Death Shootout

Bantams

- On ice time approximately 1 hour 45 minutes
- Warm up – 5 Minutes
- All periods 15 minute stop clock
- 1 Minute Break between periods
- Overtime – 5 minutes stop clock (5 on 5 with penalties carrying over from regulation time). Game is played until a winner is determined or time expires. There are no points awarded for overtime losses in pool play finals format.
- 1 – Minute Break
- Shootout – 5 players (players serving penalties at the end of the Overtime period are excluded from the shootout)
- Sudden Death Shootout

Midgets Finals weekend

- On Ice time Approximately 2-hours
- Warm up – 5 minutes
- All periods 15 minute stop time
- 1 minute break between 1st and 2nd period.
- Resurface ice before each game and between 2nd and 3rd periods
- Overtime – 5 minute stop clock (5 on 5 with penalties carrying over from regulation time)
- 1 – Minute Break
- Shootout – 5 players (players serving penalties at the end of the Overtime period are excluded from the shootout)
- Sudden Death shootout

4. OVERTIME AND SHOOTOUT PROCEDURES

All games played to a winner:

If the game is tied following regulation play, one five-minute sudden death overtime period shall be played. At the completion of the third period, the tied teams shall receive a three-minute rest period. The teams will remain on the ice. The teams will not change ends. **If no goal is scored in the overtime period, there will be a shootout.**

The winner of the shootout will be credited with one additional goal in the final score.

a. Shootout

The shootout will be conducted as follows:

- ♦ A shootout is defined as a player attempting to score a goal and the opposing goalkeeper attempting to stop the shooter from scoring the goal.
- ♦ The referee shall call the two captains to the referee's crease to flip a coin to determine which team takes the first shot. The winner of the coin toss will have the choice whether his/her team will shoot first or second.
- ♦ All goalkeepers and all players from both teams listed on the official game sheet shall be eligible to participate in the shootout.
- ♦ Any player whose penalty had not been completed when the overtime period ended or who receives a penalty during a shootout procedure is not eligible to be one of the players selected to participate in any portion of the shootout procedure(s).
- ♦ The shootout procedure shall begin with five different individual shooters from each team taking alternate shots. The players do not need to be named beforehand.
- ♦ The goalkeepers from each team may be changed after each shot.
- ♦ The players of both teams will take the shots alternately until a decisive goal is scored. The remaining shots will not be taken.
- ♦ If after the shootout, the shootout score is still tied, there will be a sudden death shootout.

b. Sudden Death Shootout

The sudden death shootout will be conducted as follows:

- ♦ A sudden death shootout is defined as each team attempting a shot. Should one team be successful and the other team not, the successful team shall win the shootout.
- ♦ Teams will select their shooters to participate in sudden death shootout, whether or not they shot in the previous round.
- ♦ All goalkeepers and all players from both teams listed on the official game sheet shall be eligible to participate in the shootout.
- ♦ Any player whose penalty had not been completed when the overtime period ended or who receives a penalty during a shootout procedure is not eligible to be one of the players selected to participate in any portion of the shootout procedure(s).
- ♦ Players in a sudden death shootout shall not be allowed to take another shot until four additional shooters have completed their attempts.
- ♦ The goalkeepers from each team may be changed after each shot.
- ♦ The official scorekeeper shall record all shots taken indicating the players, goalkeepers and goals scored.

5. GAME FORMAT WITH 6 OR FEWER TEAMS

When the Finals weekend involves 6 or fewer teams, it is not possible to conduct a standard single-elimination tournament with a winner's and consolation bracket. In this instance, play will involve a round robin or pool format depending on the number of teams. These games will be played using the Finals Weekend format, i.e. with a winner determined through overtime play as described in Section 1 above if a game ends in a tie. The results of this play will determine which team plays for first, third and fifth (if necessary).

- In the event of a tie among two or more teams at the end of pool play; ties will be broken according to the methodology described in the (2006-2007) USA Hockey Annual Guide's Rules and Regulations pertaining to District Playoffs and National Championship Section. XII.O.3. (e).1.
 - a. Standings – Most points
 - b. Most wins
 - c. Differential – (Goals for) minus (Goals against)
 - d. Quotient – (Goals for) divided by (Goals against) [greater quotient gets higher position]
 - e. Most periods won – Points awarded for each period won (2) and each period tied (1); position determined by most points
 - f. Quickest first goal

6. REFEREES

- Three-member officiating crews are required (and compensated for by the MHL_ for Midget (all levels, all weekends)/Bantam (all levels, all weekends)/Peewees AA level, all weekends . The third official is optional for Peewee A and all Squirt and Mite weekends.
- **All MHL games, regardless of whether a Seeding or Finals weekend,** require at least one official (preferably two) be over 18 years of age.
- Two off-ice officials are required for each MHL game, a clock operator and a scorebook keeper
- Adult Goal Judges are not mandatory but are encouraged.
- Competing teams will provide penalty box attendants for their respective teams.
- All off-ice officials, goal judges and penalty box attendants are to conduct themselves in a professional, non-partisan manner at all times. Conduct violations will result in ejections from MHL weekends for the remainder of the season.

MINIMUM REFEREE LEVELS FOR GAMES

		3 Official System			2 Official System		
<u>Age Class</u>	<u>Girls'/Women's</u>	<u>Referee</u>	<u>Tier I/ Tier II</u>	<u>Linesman</u>	<u>Tier I/ Tier II</u>	<u>Referees</u>	<u>Tier I/ Tier II</u>
18 or Under	19 or Under	Level 3	Level 3	Level 2	Level 3	Level 3 and Level 3	L 3 and L 3
16 or Under	16 or Under	Level 3	Level 3	Level 2	Level 3	Level 3 and Level 3	L 3 and L 3
14 or Under	14 or Under	Level 2	Level 3	Level 2	Level 2	Level 2 and Level 2	L 3 and L 3
12 or Under	12 or Under	Level 1	Level 2	Level 1	Level 1	Level 1 and Level 1	L 2 and L 2
10 or Under	10 or Under	Level 1	Level 1	Level 1	Level 1	Level 1 and Level 1	L 1 and L 1
8 or Under	8 or Under	Level 1	Level 1	Level 1	Level 1	Level 1 and Level 1	L 1 and L 1

NOTE

To be eligible to officiate in any State, Regional or National Championships, an official must be completely registered on or before December 31 of the current season. Only level 4 officials will be eligible to referee National Championships.

7. TEAM BENCH OFFICIALS

- The intent of this section is to establish the number of team officials, their duties and registration, carding and documentation requirements. Those persons not meeting these requirements are not permitted to be on the team bench. Games played with unapproved team officials on the bench will not count toward meeting the 20/10 rules nor will the insurance protection afforded by USA Hockey sanctioning be available in the event of an injury.
 - USA Hockey requires that all personnel on the bench during a game have the following level of certification.
 - Level I - Mite and below, Girls/Women 10 & Under
 - Level II – Squirt, Girls/Women U12
 - Level III - Pee Wee, Bantam, Midget, High School, Junior C, Girls/Women above U12
 - Level IV - Midget National Tournament, Junior A & B
 - The requirements for a team official, on or off the team’s bench, are established per USA Hockey guidelines.
 - A maximum of four adult team officials may be present on a team’s bench during the conduct of a game. All non-players on the bench must be a certified coach. Trainers or managers are not allowed unless they have their proper coaching certification and are considered part of the 4 coach maximum.
 - The proper procedure at the start of a game is for the coaches to list their name, CEP number and level on the USA Hockey score sheet. Coaches are to present their card to the other teams’ coaches. The off-ice official is responsible to see that this procedure is performed.
 - The proper procedure if a coach does not have the required level is for the on-ice official to make a note of that on the score sheet and the coaches affiliate organization (MWAHA in our case) is responsible for follow up

regarding the penalty for not being at the appropriate level. The coaches' immediate governing body (Local Association) will enforce the penalty.

- The MHL / MWAHA policy is that all coaches must be at their appropriate level with the following exceptions.
 - Travel teams - It is expected that for all travel teams requiring level 2 or greater the coach must have at least Level 2 and advance at least one level each year by 31 December, to the required level.
 - Note: these exceptions do not apply if the team plans to participate in the MWAHA Championship with intention of competing towards the District and National Championships; in this case all coaches must be at the required CEP level.
- If a coach fails to advance at least one level (by 31 December) to the required level, then they will not be allowed to coach until they remedy the situation. Disregard for these procedures may be reason for not being allowed to participate in future MHL / MWAHA activities.

8. APPEALS

- Host Associations will appoint a Tournament Director for all MHL Seeding Weekends and Finals Weekends.
- Grievances arising during any aspect of a MHL sanctioned tournament are to be taken by the respective team official to the Tournament Director. The Tournament Director will do what is necessary to settle the grievance during the tournament.
- If a grievance involves a referee, the Tournament Director will contact that Host Association Referee in Chief for a decision.
- Appeals can be made in writing to the MHL Board of Directors. The MHL Board of Directors will request a report from the Tournament Director and then make a final decision.
- USA Hockey has Ethics Violation forms available for anyone wishing to file a complaint or concern. Any Ethic Violation reports filed in connection with a MHL event must be copied to the MHL President.

9. MHL AA ALL-STAR GAMES.

- All-Star games are conducted at the AA level for Bantams, Peewees and Squirts only. The game is normally played on Saturday evening at the Finals tournament. Players wear their own organization's jersey. Light colored jerseys are worn by the Host conference players (i.e. Western conference host, all players from Western conference wear light-colored jerseys). Playing time should be divided

relatively equally among players selected for the game. Costs for the game (ice and referees) are factored into the season fees for teams competing at those levels.