



**ROCKY MOUNTAIN DISTRICT  
POLICY and PROCEDURES**

**January 2009**

**ROCKY MOUNTAIN DISTRICT  
POLICIES AND PROCEDURES MANUAL**

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## **SECTION 1 Affiliate Jurisdiction**

The Rocky Mountain District Council recognizes the right of each Affiliate to have exclusive power over their leagues, teams, and players according to the USAH By-Laws and the Affiliate Agreement.

## **SECTION 2 Annual Meeting Procedures**

1. Rocky Mountain District Annual Meeting - The Annual Meeting of the Rocky Mountain District of USA Hockey shall be held prior to the beginning of the current hockey season. This meeting will generally be scheduled in late August or early September at a location to be determined by the District Council. In addition to the Annual Meeting, the District Council shall convene at the USAH Annual Congress and hold a Winter Meeting, preferably at or before the USAH Annual January meeting. The Time and place is to be determined by the District Council.

2. Meeting Arrangements – It shall be the responsibility of the District Registrar to make meeting arrangements and notify the following:

Rocky Mountain District Affiliate Presidents  
Rocky Mountain District Directors  
Rocky Mountain District Referee-in-Chief  
Rocky Mountain District Coach-in-Chief  
Rocky Mountain District Risk Manager  
Associate Coach-in-Chief-ACE  
Associate Risk Managers  
Associate Registrars  
Affiliate ACE Coordinators  
Affiliate CEP Coordinators  
Affiliate Risk Managers  
Affiliate Referee Coordinators  
Other USA Hockey officials as determined

3. Agenda - An agenda shall be prepared and published by the District Registrar no later than 30 days prior to all RMD meetings and shall be sent to each of the above. Items placed on the Agenda less than 30 days prior to the meeting can be discussed but not passed without an affirmative 2/3 vote of all voting members of the District Council or their Official Designees.

4. Submission of Agenda Items - Only Rocky Mountain Affiliate Presidents, Rocky Mountain District Directors, or USA Hockey-appointed District personnel may submit items for inclusion on the Agenda. Anyone else wishing to submit an agenda item must present it to one of the above for submission.

5. Conduct of Meeting - Meetings shall be conducted by the Chairman of the District Council.
6. Open Meeting Policy - The Rocky Mountain District shall maintain an open meeting policy at all Rocky Mountain District meetings unless the matter of business involves one of the following:
  - (a) Personnel matters involving discussion of the performance, hiring, sanctioning, disciplining, or terminating, of any volunteer or employee.
  - (b) Any pending or current issues involving litigation or threat of litigation.
7. Meeting Location - The location of each RMD Meeting shall be rotated among all Affiliate members and shall be determined at the prior Meeting. The city in which the Annual Meeting is to be held shall be at the option of the hosting Affiliate.
8. Cost - Meeting costs shall be budgeted by the District Registrar and approved by the District District Council prior to April 15th of the year of the meeting. Funding for the meeting shall be from District fees.

### **SECTION 3 Special Meetings**

1. Calling Meetings. Special meetings of the District Council may be called by the Chairman of the District Council and shall be called without undue delay by the Chairman of the District Council at the request of a majority of the Affiliate Presidents.
2. Conduct of Meeting. The meeting may, at the discretion of the Chairman, be conducted by personal attendance, telephone conference, or other telecommunications equipment. Use of such media shall be dependent upon access to such technology by District Council members to be in attendance and their ability to interact accordingly.
3. Notice. Not less than 30 days notice shall be given in writing and delivered personally, by mail, or by electronic communications through Internet e-mail. Any District Council member may waive such notice and the attendance of a District Council member at any meeting shall constitute a waiver of notice of such meeting.

### **SECTION 4 Rocky Mountain District Council**

1. Composition - The Rocky Mountain District Council shall be composed of the President of each Affiliate in the Rocky Mountain District and all Rocky Mountain District Directors.
2. Voting - With the exception of voting for District Directors, all Affiliate Presidents or their Official Designees and District Directors shall cast one vote on all issues properly moved before the District Council. No individual person may cast more than one vote on any issue before the District Council. All motions shall be defeated if the vote is a tie. No proxy voting shall be allowed. Voting by an Official Designee shall not be considered proxy voting.

3. Official Designee - If an Affiliate President is unable to attend the District Meeting he/she may appoint an official Designee. No Affiliate President, District Director, District Officer or other USA Hockey Officer may act as an Official Designee. Only one person may act as the "Official Designee" for any Affiliate President for the entire duration of the particular meeting. The proposed official Designee must present written notice, signed by the Affiliate President, naming him/her as the Affiliate President's Official Designee to the District Registrar prior to the meeting. Without such written authorization, no Official Designee may act on behalf of that Affiliate.

4. Poll Voting - If 2/3 of the RMD District Council members consent in writing, email or facsimile to any action taken or to be taken by the RMD District Council and the writing, email or facsimile evidencing their consent is filed with the RMD Registrar and the Chairman of the District Council, the action shall be valid as though it had been authorized at a meeting of the District Council. Such consent shall have the same effect as District Council action. Actions taken without a meeting shall be restricted to official District Council business and expenditures under \$5,000.

5. Jurisdiction - With the exception of authorities specifically granted by the District Council to others or mandated or retained by USA Hockey, the District Council shall have jurisdiction over all District issues. In areas where authority definition is ambiguous or nonexistent, the District Council shall be empowered to provide definition from time to time consistent with the requirements of the USAH Guide.

6. Quorum - In order to conduct business at any meeting, a quorum of the District Council must be present. A quorum shall be considered to be a simple majority of the Affiliate Presidents or their Official Designees and District Directors.

7. District Registrar - The Rocky Mountain District Registrar shall be an Ex Officio member of the District Council and shall have no vote.

8. Membership - Each Affiliate President shall automatically and immediately become a member of the District Council upon his/her election as President and may not have his/her membership suspended, restricted, compromised or eliminated in any way by the District Council. Each member shall cease to be a member only upon one of the following:

- A. Removal by USA Hockey;
- B. Election by the Affiliate of a replacement President; or,
- C. Resignation.

9. District Council Officers - The Rocky Mountain District District Council shall have the following officers, all of whom must be members in good standing of the District Council:

- A. Chairman
- B. First Vice Chairman

### C. Second Vice Chairman

10. Selection of Officers- Chairman shall be selected from the District District Council by a majority of the voting members. The first and second Vice chair persons shall be an Affiliate President and shall be elected by a simple majority vote as the final item of business at the District Annual Meeting with the results becoming effective immediately thereafter. If only one nomination is made, the Chairman may call for a vote by "Acclamation". In the case of two or more nominations, the election shall be conducted with a secret ballot.
11. Duties - The duties of the Chairman of the District Council shall be as follows:  
Call special meetings; and,  
Preside over all Rocky Mountain District meetings.
12. Each Officer shall cease to be an officer upon one of the following:
  - i. Removal by USA Hockey.
  - ii. Removal by 2/3 majority vote of the District Council at any RMD meeting or any special meeting called for that purpose.
  - iii. Resignation from such position on the District Council.

### **SECTION 5 Rocky Mountain District Directors**

1. Duties. Unless otherwise interpreted in writing by USA Hockey Board of Directors, the duties and responsibilities of the District Directors shall be as delineated in these policies and procedures and the current USA Hockey Annual Guide. Specifically each Director, upon request, shall make himself/herself available to any Affiliate or Association to consult on issues of concern. Referred issues shall be limited to those not involving playing rules appeals and those under the purview of USAH appointed District personnel. In this regard he/she shall be the direct contact between the Affiliate and/or Association and USA Hockey.
2. Eligibility Requirements - In order to be eligible to hold the elected position of Rocky Mountain District Director. All candidates for the District Director position shall have permanent domiciles within the Rocky Mountain District. No Affiliate may have more than one active District Director. The Rocky Mountain District Registrar, Referee-in-Chief, ACE Coordinator, Risk Manager and Coach-in-Chief shall be ineligible for election to the position of District Director.
3. Term of Office - The term of office shall be for three years and shall commence at the end of the USA Hockey National Congress generally held in June, in the year of election.
4. Nominations - Any USA Hockey member of the Rocky Mountain District may nominate himself/herself or any other person. Nominations shall be in writing and must be submitted to the Rocky Mountain District Registrar prior to March 15th of the election year. A brief resume of the candidate shall be included in the nomination letter.

5. Ballots - The District Registrar shall cause the ballots indicating the nominees to be sent to the respective Affiliate Presidents by May 15th of the election year. Ballots must be returned to the District Registrar; votes tallied and the election completed by May 31st of the election year.
6. Voting – The Affiliate President shall cast one vote for each paid Registered Participant Member within his/her Affiliate as of the date set forth by USA Hockey on the basis of a "one vote for each Member" within the Affiliate in accordance to the Member's wishes. Voting procedures within the Affiliate shall be established according to the current USA Hockey Annual Guide.
7. Write-in Candidates- Votes for write-in candidates will be valid and counted provided the candidates meet the eligibility requirements of this procedure.
8. Winning Candidate - The candidate with the highest number of votes shall be declared the winner.
9. Certification of Ballots All ballots shall be counted by the District Registrar who shall also have the authority to reject any ballots not in compliance with Rocky Mountain District election procedures. If any candidate requests a second party to review the ballot count, the District Registrar shall select one from among various USA Hockey Board members and shall not certify the results to the Rocky Mountain District Council until such review has taken place and the votes certified by USA Hockey.
10. USA Hockey Approval - This election process and any changes thereto shall be subject to the approval of the Board of Directors of USA Hockey.
11. District Expenditures for Elections - Use of District funds for election expenses shall be strictly prohibited, including but not limited to, use of telephone for solicitation of votes, use of postage for solicitation of votes, including campaign literature in District mailings, etc. Any candidate violating this policy shall be immediately disqualified.
12. Resignation or Inability of a District Director to Complete his/her Term of Office - Should a District Director resign or otherwise become unable to complete his/her term of office, the Rocky Mountain District Registrar shall conduct a special election within 90 days from the date of such resignation or incapacitation. This special election will be held in the same manner as determined herein except the time for nominations and election shall be compressed to ensure that the District is not without proper representation. The replacement District Director shall be elected for the remainder of the vacated term of office only.
13. Newly Elected District Directors Also Serving as Affiliate Presidents. It shall be the policy of the Rocky Mountain District that its active District Directors not serve as an Affiliate President at the same time as he/she is serving as a District Director. However, in order to cause the least disruption of Affiliate affairs, a newly elected District Director may have one year from the date of election as District Director to resign the Affiliate Presidency. Nothing contained

herein shall prohibit a District Director from serving in any other capacities within his/her Affiliate.

14. Removal of District Directors - A District Director may be removed by any of the following actions:

- Removal by USA Hockey
- 2/3 vote of the District District Council
- Resignation
- Inability to fulfill the responsibilities of the office
- Ineligibility of the District to sustain the required number of teams to qualify for the present number of directors. If directed by USA Hockey to reduce the number of directors, the Director with the least cumulative years as a director shall relinquish his/her office.

## **SECTION 6 Rocky Mountain District Registrar**

Unless otherwise interpreted in writing by USA Hockey Board of Directors, the duties and responsibilities of the District Registrar shall be as delineated in these policies and procedures from time to time and the current USA Hockey Guide. In addition, the District Registrar shall be given responsibility for the following duties as a member of the Rocky Mountain District Council:

- 1 Preparation of agendas for any meetings to be conducted.
- 2 Review and process any grant applications submitted by affiliates or other affected applicants.
- 3 Prepare and submit a budget and treasurer's report at the annual meeting for all Rocky Mountain District funds to be accounted for.
- 4 The District Registrar or his designee shall be responsible for team/player credentials verification. Any appeal to the District Registrars decision must be per the USA Hockey Guide Rules and Regulations. District Playoffs and National Championships, TOURNAMENT GUIDELINES, A, Eligibility/Registration, paragraph #7, Appeal Procedure.

## **SECTION 7 District Fees**

Fees for the operations of the District shall be set at the Annual Meeting by a majority vote of the District Council.

## **SECTION 8 Expense Reimbursement**

1. Expense Reimbursement - In order to be reimbursed by the District, all reimbursement requests must be in writing, have original receipts attached where practical and be approved by

the District Registrar. Reimbursement Approval - Budgeted/Non Budgeted Items - Expenses incurred for budgeted items and individual non-budgeted items of less than \$100 not to exceed \$500/year must be approved by the District Registrar. Reimbursement for non-budgeted items totaling more than \$100 but less than \$250 per item or in excess of the \$500 total per year must be approved by the Chairman of the District Council. Approval for non-budgeted items in excess of \$250 per item or in excess of the \$500 per year limit must be approved by vote of the Rocky Mountain District Council.

2. Emergency Expenditures - Funds may be committed on an emergency basis as follows: The Chairman of the District Council or any District Director may authorize the immediate expenditure of non-budgeted District Funds for emergencies up to \$1,000 without the consent of the District Council or the District Registrar. Justification for such expenditures and a report of the specific cash outlays must be made to the District Council at its next regularly scheduled meeting. No person is authorized to expend District funds in excess of cash amount on hand.

3. Incurring Expenses - Any expenditure in excess of \$1,000 must be approved by a majority of the District Council.

## **SECTION 9 Rocky Mountain District Grants**

1. Requests for Grants - Requests for District Grants shall be presented in writing to the District Council for review at each Annual Meeting, for the following year. Grants shall be made only by majority vote of the District Council. The District shall not become indebted when funding grants.

2. Statement of Purpose and Preliminary Budget - Requests for grants shall be accompanied by a preliminary budget and reasonable statement of the purpose for the grant and what is hoped to be accomplished.

3. Reports - If approved, the person requesting the grant shall be responsible for submitting a report to the District Council at each meeting held during the term of the grant. Included in this report should be a synopsis of events, successes, failures, funds expended and future outlook.

4. Payments and Reimbursements - Payment for all expenses shall be made by the District Registrar when such payment is requested by the person receiving the grant. All expenses shall be listed on the USA Hockey Expense Report form and shall have receipts attached where applicable.

5. USA Hockey and other Grants - All requests for grants shall include a statement of any grants from other entities including USA Hockey to which the Rocky Mountain District Grant will be added.

## **SECTION 10 Player Eligibility to Participate in Programs Other Than Affiliates**

Players domiciled in one Rocky Mountain District Affiliate may not participate as a member in any program another Rocky Mountain District Affiliate unless such player is in good standing. It shall be the responsibility of the association to notify their Affiliate President of any players added that are from another Affiliate.

## **SECTION 11 Rocky Mountain District Player Development**

1. All Rocky Mountain Player Development events, including but not limited to district wide youth camps and teams, girls camps and teams, HS camps and teams, and adult camps and teams, will be handled by and be the responsibility of the Player Development Committee.
2. The Player Development Committee will consist of the Youth Council representative (Chairman), First Vice Chairman of the District Council, District Registrar, District Coach-in-Chief, District ACE Coordinator, and an at-large representative to be appointed by the Youth Council representative. Other members may be added or removed as needed by the committee. If the Youth Council representative is not a District Director, then his/her appointment must be a District Director, and if the Youth Council representative is a District Director, then his/her appointment must be an Affiliate President.
3. All aspects of the conduct of these camps and teams will be the responsibility of the Committee; including, but not limited to the selection of the staffs, timing and methodology of allocation of participants, and the resultant budgets and accounting for the events. The committee will solicit input from all of the affiliates as to their desires for location, timing and format of all events and the selection of the venue shall be recommended by the committee and approved by the District Council
4. The Player Development Committee shall prepare and submit a report on the conduct of the camp including but not limited to finances, player selections, personnel assignments, etc.

## **SECTION 12 Rocky Mountain District Sanctioning of Invitational Tournaments**

1. Definition – An invitational tournament is defined as an ice hockey competition, other than normally scheduled league or exhibition games, where three or more legally-registered teams compete within a specified time frame for the purpose of declaring a champion. This shall include gatherings consisting of more than three (3) teams, except Association Exchanges (limited to two (2) Associations), even though there are no winners declared. Tournaments held outside the Rocky Mountain District are not governed by this section.
2. Hosting an Invitational Tournament - In order to host an Invitational Tournament at any age level an Affiliate or Association must publish rules and regulations governing the tournament, including disciplinary issues.

Rules must include the following statements:

- A. All on-ice officials are currently and completely registered and in good standing with USA Hockey and their respective State Association or the International Ice Hockey Federation (IIHF).
  - B. Indicate that a Credentials Committee will be in place and will, in all cases, determine the eligibility of each player, coach and team to participate as required in the current USA Hockey Annual Guide, and to verify associate level coaching credentials for all coaches.
  - C. Complete and submit an Invitational Tournament Application, (USA Hockey Form 3-T), to the Rocky Mountain District Registrar with appropriate entry fees and other monies at least 30 days prior to the start of the tournament.
3. Playoffs/League Tournaments - Scheduled league games and league playoffs are not to be considered Invitational Tournaments for purposes of this policy unless, one or more of the teams participating in the playoff were not/are not member(s) of the league at the time of the playoff.
4. Foreign Teams, (Excluding Canadian Teams) - Invitational Tournaments that include Teams from countries other than the United States and Canada must submit USA Hockey Form N-2 to the Rocky Mountain District Registrar for approval and a check for the appropriate fees made out to USA Hockey, at least 60 days prior to start of the Tournament.
5. Sanctions for Failure to Properly Register - An Affiliate or Association failing to register an Invitational Tournament with the Rocky Mountain District Registrar shall be subject to the following sanctions:
- A. For the first offense, a fine of \$150 shall be imposed. The funds shall be payable to the Rocky Mountain District and shall be used at its discretion.
  - B. For the second offense in that season or the next full season, the Affiliate or Association will not be permitted to host any Invitational Tournaments at that age level or the next level above, (PeeWee boys, Bantam girls, etc.), for that season and the next full season; and,
  - C. For the third and subsequent offenses in that season or the next full season, the Affiliate or Association will not be permitted to host any Invitational Tournaments at any age level, girls or boys, for that season and the next full season.
6. District Registrar - It shall be the responsibility of the District Registrar to sanction in writing all invitational tournaments held within the Rocky Mountain District.

### **SECTION 13 Rocky Mountain District Tournaments**

The RMD shall conduct annual Youth and Girls/Women tournaments to determine the District representative to the USA Hockey National Championships. The District may conduct other tournaments not leading to a National Championship, including a District High School and Girls

Rec tournament, upon action of the District Council . Each Affiliate and the host association shall be entitled to enter a team in each age division.

The RMD Tournaments are organized and conducted with the cooperation of the RMD Tournament Supervisor (**TS**), each RMD Championship Tournament Director (**TD**), the District Referee-in-Chief, the District Registrar, the District Risk Manager, the Affiliates, the Local Association, and the Host Tournament Chairman (**TC**).

### **RMD Tournament Supervisor.**

1. The RMD **TS** shall have oversight of all RMD tournaments. He/she shall be chosen by the RMD Directors at the Annual District Meeting.
2. The RMD **TS** shall provide the liaison between the RMD and the National Tournament Committee and the RMD Youth Council Liaison person with respect to all RMD Tournaments where the winner advances to the USAH National Tournament (does not include the RMD High School Tournament and the Girls' Rec Tournament. However all other RMD tournament requirements apply).
3. The RMD **TS** shall assign the RMD Tournament Directors for each of the RMD sponsored tournaments.
4. The RMD **TS** shall assist the RMD **TD** as necessary in the conduct of the tournament and shall secure the required approvals for the tournament schedules, etc. from the USAH National Tournament Director or his/her designee via the RMD Youth Council Representative.

### **Tournament Director**

1. Each RMD **TD** shall be an RMD Director or an appropriate RMD appointee.
2. Each RMD **TD** is selected by the RMD **TS** to conduct the tournament. The RMD **TD** shall work closely with the Affiliate, host local association and Host Tournament Chairman.
3. The RMD **TD** shall verify the adequacy of the tournament venue, and any contracts and special arrangements.
4. The RMD **TD** shall be the final arbiter for all disputes and shall chair the Discipline Committee. The **TD** may designate an alternate to chair the committee.
5. Each RMD tournament shall be conducted according to the USAH Guide (see Section XII) and the RMD Policies and Procedures.
6. The **TD** shall arrange to post tournament results on the RMD website as per the USAH Guide (see Section XII-Team Requirements). The High School and Girls Rec Tournament results shall also be posted on the RMD website.\*\*\*\*\*

7. Departures from the prescribed tournament format can be made by the **TD** in the event of an unforeseen circumstance that would impair the integrity of the tournament. Events or circumstances that affect any District Youth or Girl's/Women's Tournament leading to a National Championship must be coordinated with the USAH National Tournament Director via the RMD Youth Council Representative. The **TD** shall notify the District Council of any such changes and the extenuating circumstances which necessitated such departure.

### **Affiliate**

The Host Affiliate shall make available such assistance as requested by the **TC** and the **TD**.

### **Local Association**

The Host Association shall appoint the Host **TC**, subject to approval by the . The Host **TC** shall be responsible for all arrangements and schedules according to the USAH Guide (Section XII).

### **District Referee-in-Chief**

The District Referee-in-Chief shall be responsible for assigning the referees for each of the RMD tournaments in cooperation with the Affiliate Referee-in-Chief and the local officials association.

### **District Registrar**

The District Registrar or his designee shall be responsible for the credentials verification and communicating with the National Tournament Director Chair and regarding player/team qualifications and credentials. For detailed credentials requirements see USAH Guide Section XII P.

### **General Requirements**

1. Host - Each Rocky Mountain District Affiliate shall be entitled to host a District Tournament. Rotation among the states will be done so that the state having gone the longest without hosting a tournament shall have first priority. For this purpose, this state will be designated as the oldest state. In the event the oldest state declines, the priority shall pass to the next oldest state. Each state shall indicate their interest in hosting at the annual meeting. The host state shall be required to field a team in each division unless waived by the District Council. Eligible Host Associations shall submit detailed proposals to the District Council at the RMD Annual Meeting. The awarding of the District Tournaments to Host Associations within the State shall be at the option of the District Council and shall be voted on at the Annual Meeting prior to the host year.

2. Scheduling - All scheduling of games shall be the responsibility of the **TC** and subject to review by the **TD**. All schedules (with the exception of any District Tournament not leading to a National Championship) shall be reviewed and approved by the USA Hockey National Tournament Director prior to being published to the participants.

3. Accommodations for each team shall be arranged for at a suitable facility at the best possible rate. Unless otherwise requested by the teams, these accommodations shall be enough to house twenty-five (25) people per team with two to a room. They shall make certain that there are adequate food facilities open during the hours that the teams will need them. The expense is the responsibility of each team. At the District tournament, all team members and staff that require hotel reservations are required to stay in the host hotels. The penalty will be the full price of the rooms for the entire tournament. The TC will be responsible for collecting the monies.
4. The TD shall maintain receipts for all personal expenses and submit them to the District Registrar for approval.
5. Tournament Personnel - It shall be the responsibility of the TC to select the personnel to operate the tournament. No person under suspension by any Affiliate or USA Hockey may be considered for any tournament position.
6. Hosting a National Tournament - Any Host Association hosting a National Tournament shall not be eligible to host a District Tournament in that age division in that same year.
7. Teams
  - A. Even Number - In order for the Tournament to adequately provide for the needs of the District, it is desired to have an even number of teams participating in each Tournament. In all cases the host shall have the option of one additional selection. If the number of teams is uneven the **TD** shall select another team from among the District at his/her sole discretion. If the number of teams is even after the host selects, there shall be no team chosen by the **TD**.
  - B. Team Selection - Teams shall be selected through whatever process is applicable within the various Affiliates.
  - C. Unexpected Team Vacancies - If a team drops out prior to the tournament, it shall be the sole responsibility of the **TD** to select another team from within the District to fill the vacancy.
  - D. Any team(s) that is awarded a USA Hockey National Tournament host slot(s) will be ineligible to participate in the Rocky Mountain District Tournament in the classifications/divisions/age groups that were awarded for the National Tournament.
8. Final Report - In addition to the Tournament financial report the **TD** shall present a complete report to the District Council detailing the problems encountered, lessons learned, and recommendations for future tournament events.

### **Responsibilities and Timeline**

The following is a listing of task/responsibilities and due dates for RMD tournament participants

and administrators.

**USAH Annual Congress**--- The District Council shall designate affiliate hosts and solicit declarations for the RMD tournaments.

**Annual Congress plus one week**---Bid notices to be sent to Affiliate Presidents for distribution to interested Local Associations.

**RMD August Annual Meeting**---The RMD District Council shall review eligible host association bids and assign RMD tournaments. Local Associations are to identify venue, tournament chairperson, local webmaster, and other key personnel for their hosted RMD tournament.

**Winter Meeting Date**---The RMD TS shall finalize all tournament assignments. The RMD TD in conjunction with the RMD TS shall specify all tournament formats and assign affiliate teams to their respective brackets.

**Winter Meeting Date ---plus ten days** The RMD Host TC shall submit a draft schedule to the RMD TD. (Draft schedule to reflect affiliate participation, required ice time, game times, etc. An overall schedule and individual team schedules are required). The overall schedule is to be posted on RMD website as soon as final approvals are obtained.

**Tournament Meeting Date---minus 35 days** All tournament information for participating teams shall be submitted to the RMD TS for review and approval, who shall then transmit the information to the RMD Webmaster for posting on the RMD Website.

The host association shall prepare and arrange the information using the RMD Sample Team Handbook as a guide..

As follows: (Required information, not necessarily all inclusive)

- General tournament information, coaches meeting, credentials review, etc.
- Game schedule
- Tournament contacts
- Hotel information (Identify authorized tournament hotels)
- Team entry and roster forms
- Directions to hotels and rink
- Team Pre- Arrival time line

The managers of teams qualifying for the tournament should complete the following pre-arrival steps within the indicated time frames:

1. Within twenty four (24) hours of qualifying for the tournament, e-mail the following information to the RMD TD and the Host TC: team name; local association; district name and number; coaches and managers name; home address, phone and fax numbers, and e-mail address; work address, phone and fax numbers and e-mail address.

2. Within twenty-four (24) hours of qualifying for the tournament, fax or email one copy of the following completed forms to Jane Doe (555-555-5555): the tournament “Team Entry Form” and the tournament “Team Roster Form.”
3. Within forty-eight (48) hours of qualifying for the tournament, mail a black-and white team photo to Jane Doe, Address, Any Town, USA. Please use express mail (overnight service).
4. Within forty-eight (48) hours of qualifying for the tournament, contact one of the designated hotels relative to lodging arrangements. Make arrangements with one of the tournament hotels of your choice.
5. Within seventy-two (72) hours of qualifying for the tournament, contact John Doe at the Any Town Ice Arena to schedule practice time(s) (if desired).
6. Within seventy-two (72) hours of qualifying for the tournament, fax or email tentative travel plans to Jane Doe (555-555-5555).
7. Within seventy-two (72) hours of qualifying for the tournament, mail a copy of your credentials notebook to John Doe, Address, Any Town, USA.

Any team qualifying for the tournament on or after 14 Days prior to the Tournament should complete all the above steps within forty-eight (48) hours of qualifying.

**During the Tournament**--- The local webmaster shall upload, to the RMD website, game results/statistics immediately following the conclusion of each game.

The RMD **TD** shall be responsible for the conduct of the tournament according to the USAH guide and the RMD P&P.

**After the Tournament**--- The RMD **TD** shall verify the tournament results and provide a summary report to the RMD **TS** for transmittal to the RMD Youth Council Representative.

## **RMD YOUTH AND GIRLS/WOMENS TOURNAMENT FORMATS**

### **8 Team Tournament Format**

1. Have an “A” and a “B” pool with 4 teams each.
2. The “A” pool will contain teams from the states with the least number of registered Bantam players from the previous season and shall be classified as “small states”. The teams will be distributed in the pool by random draw.

3. The remaining teams “large states” will be in the “B” pool. The teams will be distributed in the pool by random draw. If the host team is a “small state,” then the host team will be placed in the “A” pool. A “large state” host team will be placed in the “B” pool.
4. If one or more of the “A” pool states do not field a team, then a replacement team will be selected, first by trying to get another team from one of the remaining “A” pool states, and if that fails, then by transferring the apparently weakest team in the “B” pool to the “A” pool and obtaining a replacement team for the “B” pool.
5. The “A” pool teams will play a round robin with the high point team advancing to the semi-finals.
6. The “B” pool teams will play a round robin with the top 3 high point teams advancing to the semi-finals.
7. At the semi-finals, the top “B” pool team will play the top “A” pool team and the 2<sup>nd</sup> and 3<sup>rd</sup> “B” pool teams will play each other.
8. The winners of the semi-final games will play for the championship.
9. The tournament and all games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.

## **6 Team Tournament Format**

1. Have an “A” pool and a “B” pool with 3 teams each.
2. The teams will be distributed by random draw to the pools, by pairs. The pairs will be the teams from the two states with the most registered Bantam players from the previous season, then the teams from the two states with the third and fourth most registered Bantam players from the previous season, and then the teams from the states with the least registered Bantam players from the previous season. One team of each pair will be in the “A” pool and the other team of the pair will be in the “B” pool.
3. The “A” pool teams will play “B” pool teams with the top 4 high point teams advancing to the semi-finals.
4. At the semi-finals, the team with the most points will play the team with the least points and the 2<sup>nd</sup> and 3<sup>rd</sup> place teams will play each other. If after all of the tiebreakers two or more of the 4 top point teams is tied, then a drawing of lots will be the final determination as to breaking of the tie.
5. The winners of the semi-final games will play for the championship.

6. The tournament and all games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.

### **5 Team Tournament Format**

1. Have a pool with 5 teams.
2. The teams will be distributed in the pool by random draw.
3. The teams will play a round robin and the two highest point teams will play for the championship.
4. All games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.

### **4 Team Tournament Format**

1. Have a pool with 4 teams.
2. The teams will be distributed in the pool by random draw.
3. The teams will play a round robin and the two highest point teams will play for the championship.
4. All games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.

### **3 Team Tournament Format**

1. Have a pool with 3 teams.
2. The teams will be distributed in the pool by random draw.
3. The teams will play a round robin and the two highest point teams will play for the championship.
4. All games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.

### **2 Team Tournament Format**

1. Have a pool with 2 teams.

2. The teams will play the best two out of three for the championship. If a third game is not required, then it is the option of the teams to play the game. If a team opts not to play, then the other team has access to the ice for practice.
3. All games will be played in accordance with the USAH District/National Championship rules as published in the USAH Annual Guide.
4. Game formats for **Girls/Women's**, Youth Tier I and High School are the same as Tier II except that all team positions will be distributed by a random draw.

## **SECTION 14            High School District Tournament**

1.        The Rocky Mountain District may establish a "High School" District Playoff. The purpose of the RMD HS Tournament is to provide a forum for the best HS teams in all of the states of the RMD to compete with each other in a manner which promotes the formation of pure HS teams.
2.        The format of the tournament shall be a random draw with two four team brackets with 2 teams from each going to finals. First A bracket team vs. 2<sup>nd</sup> B bracket team and first B team vs 2<sup>nd</sup> A team. Winners play for the RMD Championship.
3.        Game format will be three 15 minute stop time periods, with ice cuts made at the beginning of the game, and if practical, after the second period. Standings will be dealt with in accordance with the Regulations for District Playoffs and National Championships as outlined in the USAH Annual Guide. Games tied after regulation play shall be decided with a five minute overtime period followed by a shootout if necessary. Registration fee is set at \$750/team unless adjusted by the District Council. USAH rules will be utilized and referees will be selected by and under the supervision of the RMD Referee-in-Chief, or his designee. Game scheduling without team assignments is the responsibility of the host association but must be approved one month in advance by the Tournament Director. Seeding of the teams into divisions will be done by the Tournament Director.
4.        Each RM state must declare their interest to participate in the tournament at the Annual RMD Meeting. If additional Teams beyond those declared need to be included to bring the total teams to 8 or 10 teams, the Tournament Director shall solicit additional teams from the various states that did not declare trying not to get more than two teams per state.
5.        Eligible teams for the tournament are those teams properly registered by December 31 with USAH as HS teams. Eligible teams for the tournament are high school and prep school teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity high school sports at that school. If a player attends a High School with a hockey team, they must play for that team. A player will be considered as attending the HS if he or she is home-schooled AND is registered as a home-schooled student with that HS. No player may participate who has reached 19 years of age prior to September 1 of the season leading to the specific playoff; and players must be registered in

grades 9-12. It is recognized that participating teams may not be recognized as bona fide representatives of a particular high school by that school administration. Such recognition shall not be a requirement to participate in this Tournament. Waivers to the above eligibility requirements will not be allowed. The decision of the TD is final.

6. Credentials will be checked by and under the supervision of the District Registrar or his designee. At or before the tournament teams will be required to show proof of team registration, Form 2-T, a team roster, Form 1-T, plus evidence of attendance at the HS. Copies of IMRs or member cards are not required if the team is electronically registered.

Evidence of HS attendance can be any of the following:

- A letter from the HS registrar certifying by name that the players on the team all attend that HS.
  - Student ID cards issued by the HS
- Other credentials approved in advance by the Tournament Director.

Additionally Teams will be required to:

Provide a signed Waiver of Liability Release (for any players not electronically registered), Assumption of Risk Indemnifying Agreement for each player coach and manager, and signed USAH Consent to Treat Form for each player, coach, and manager and show proof of compliance USAH coaching certification requirements.

7. Once the tournament starts, the RM Referee-in-Chief or his designee shall act as final arbitrator in all disputes involving the interpretation of the playing rules. For any other decision regarding the operation of the tournament, the Tournament Director shall have the final authority to make the appropriate decision.

8. The venue of the tournament is to be in RM states that have a pure HS team entered into the tournament and is to be rotated to the different states in order that the state that has not hosted or hosted the longest time ago will be selected assuming a suitable host facility can be provided. The tournament will attempt to be the third week of March, following the Youth and Girls/Women's District Tournaments.

9. The Tournament shall be conducted by and fall under the jurisdiction of the Rocky Mountain District of USA Hockey.

10. The winner shall represent the Rocky Mountain District in any USA Hockey National High School Tournament when and if participation by such a District representative becomes available.

## **SECTION 15            Girl's House/Rec Tournament**

### **Rules and Regulations**

Teams

1. All teams must have been registered as a House/Rec team for the current season prior to the District tournament.

2. A team must have played 4 games prior to the start of the District Tournament.

#### Players

1. All players must have been registered as House/Rec players for the current season prior to the District Tournament. Any player registered on a Tier team (Youth or Girls) will NOT be eligible for tournament play.

2. Each player must have played 4 games on the subject team to be eligible for tournament play.

#### General

1. Any Association/team that wins their Division/Age Group two consecutive years MUST move up to Tier Team status and will not be eligible for the tournament for two years. This rule may be appealed to the Tournament Director who will chair a committee to hear the appeal.

2. The Tournament will be an eight team format with cross-overs or if less than 8 teams, the RMD Youth and Girls/Women Tournament formats will be followed. The host association will have one slot that may be used at their discretion.

3. There will only be an ice make before each game.

4. There will be only one sudden death five (5) minute overtime if a game ends in a tie. If the championship game is tied after the overtime, a shoot-out will be conducted in accordance with the procedures set forth in the USAH Annual Guide for Nationals (Recommended for Districts).

5. No ice makes for the five minute overtime.

6. An Affiliate/Association may bid for all divisions or only one division.

7. Tournament will be held in early April.

8. Playoff format shall offer a four game per team guarantee following the RMD game format.

#### Game format:

U-19- 1.5 hours/game with 15 minute stop time periods- 3 official system.

U-16- 1.5 hours/game with 14 minute stop time periods- 2 official system.

U-14- 1.25 hours/game with 13 minute stop time periods- 2 official system.

U-12- 1.25 hours/game with 12 minute stop time periods- 2 official system

No ice cut during game and/or before any overtime.

### **Standings and Tie Breakers**

#### **Standings**

Standings will be determined utilizing the following scoring system:

- Win = 2 pts
- Tie = 1 pt
- Loss = 0 pts

#### **Tie Breakers**

If teams are tied in the standings, the tie-breaking formulas shall follow the formulas prescribed for the Girls/Women Tournaments as found in the USAH Annual Guide for District Playoffs and National Championships.

**SECTION 16           Waivers**

Waivers or exceptions to any of the policies and procedures can be addressed to the District District Council and approved by a  $2/3$  majority of the voting members.