

# 2025-2026 Team Rep Guide

## Anchorage Women's Hockey League

*...bringing women of all skill levels together to play hockey  
in a fun, organized, and supportive atmosphere.*

**Updated Sept 22, 2025**

Thank you for volunteering to be a Team Rep - you have one of the most important roles in making the season a success!

This guide will give you an overview of your responsibilities and also provides some general information about league operations to help you answer any questions your players may have. Please also take some time to become familiar with AWHL RULES and REGULATIONS - there have been some important changes this season.

As always, if you have **questions, suggestions, concerns, or complaints** please get in touch with the **Team Rep Coordinator** - they are your direct link to the AWHL Board and are there to assist you throughout the season. You'll find a complete list of board contacts and other helpful info at the end of this guide.

### SUMMARY OF TEAM REP TASKS

1. **Compliance** - You'll receive an OFFICIAL ROSTER from the league prior to the start of the season and whenever any new players are added. **ONLY REGISTERED MEMBERS OF THE ANCHORAGE WOMEN'S HOCKEY LEAGUE MAY PARTICIPATE IN AWHL GAMES.**

**We will rely on you to help enforce this critical rule *WITHOUT EXCEPTION*.** This is a requirement of USA Hockey which provides injury insurance for **all hockey players AND coaches** who are registered members of an organized league. If there is even one unregistered person on the ice OR the bench when an injury occurs, a claim can be denied.

2. **Scoresheets** - The **HOME** Team Rep provides the scoresheet at the beginning of each game. Please be sure to get it to your opposing team rep in time for them to fill in their roster. All attempts will be made to evenly distribute your Home and Away assignments for the season. Contact the Team Rep Coordinator if you run low on scoresheets.
3. **Scoresheet Collection** - At the end of the game, both team reps should collect either the PINK or YELLOW sheet for their records. The **HOME** rep should also keep the WHITE original that will be collected periodically by a board member.
4. **Scoresheets Incidents, Protests, or Injuries** - If you would like to include any comments or protests about a game, let the Ref know as quickly as possible after the final buzzer. If a player is hurt during a game, it is important that it is noted on the scoresheet by a game official. ***Nothing may be written on the scoresheet after the referee has signed it.*** In the case of an injury, it is important that you maintain your copy of the scoresheet as it may need to be submitted as part of the insurance claim.

5. **Injuries** email AWHL immediately about any injury in a game. This helps maintain a paperwork trail if a claim is going to be filed with USA Hockey Insurance. The board will help connect your player to the right people at USAH to plow through the claims process.
6. **Penalty Notification** Reps must email the league ASAP if any of their players receives a **misconduct penalty** or **3 penalties** in one game so the appropriate enforcement action can be taken in a timely manner. The 3 penalty rule is included below for quick reference.

*Three (3) or more penalties (2-minute penalties) in one game is an automatic one game suspension (for the duration of that game.) If the third penalty is received any time in the third period, an automatic next game suspension will be enforced. Suspension requires leaving the bench.*

7. **Score Reporting** The **HOME** Team Rep is responsible for recording the game score online ASAP. Be sure to toggle to the FINAL score field when using either the Sports Engine APP or going through the AWHL web site. Accurate and complete reporting will be essential in using standings to seed Tournament matches.
8. **Player Stats** Track player achievements (hat trick, play-maker, shutout - maximum one each per player per season) for recognition at the End of Season Banquet.

## **ROSTERS**

After the season starts, you will find your official roster on the Sports Engine app and website. If a newly registered player has not yet shown up on the online roster, you must email the league directly at [anchoragewomenshockey@gmail.com](mailto:anchoragewomenshockey@gmail.com) to confirm they are registered with AWHL **before** they can skate.

**PLAYER MANAGED TEAMS may roster up to 20 players maximum including the goalie.**

**LEAGUE MANAGED TEAMS** are considered FULL at 13 skaters plus goalie. If there is enough demand, the Board has the option of bringing teams up to 15 skaters. Teams may seek board approval to roster more than 15 skaters up to a maximum of 20 including goalie.

## **ROSTER FREEZE**

**ALL Player-Managed Teams must freeze their rosters by December 31. The Board may consider exemptions in cases of extreme hardship. Requests MUST be emailed to the board with at least 5 days notice.**

## **TEAMS and DIVISIONS**

AWHL is excited to offer two divisions for the 2025-2026 season:

**Intermediate Division Teams** offer intermediate players opportunities to play the game at a more challenging and faster pace than the Rec tier

**REC Division Teams** are open to players of all skill levels who want to play hockey at a more relaxed pace

AWHL's unique blend of league-organized teams and self-organized teams offers women of all skill levels the opportunity to play hockey. It's a balancing act and given changes in team composition from year to year, its success depends on respecting the core values of fair play and exceptional sportsmanship. This expectation is even higher for those players - and, in some cases, teams, whose skill levels are higher than those of most others in the division they have chosen to skate in.

## RULE CHANGES

Please take time to read over the AWHL Rules and Regulations and keep this set with you at the rink. Rules are also posted online at [www.anchoragewomenshockey.com](http://www.anchoragewomenshockey.com)

**There are some important changes about scoring limits and substitutes to be aware of:**

### I. DIVISION PLAYING RULES

1. **INTERMEDIATE** (Competitive/Intermediate)
  - a. **Scoring Limits:** 3 Goals a Game
  - b. **Slapshots:** Not Allowed
  - c. **A/B Designation:**
    - (1) A vs B: All members of the A team must score before players can score a second goal. No scoring restrictions on the B team (a and b above still apply).
    - (2) A vs A or B vs B: No scoring restrictions (a and b above still apply)
2. **REC** (Recreational/ALL Skill Levels)
  - a. **Scoring Limits:** A player may score no more than 3 GOALS in one game per Season.
  - b. **Slapshots:** Not Allowed

Rules can only go so far in encouraging fair play, so we will rely on higher-skilled players and teams to exemplify the highest level of sportsmanship. Good sportsmanship demands good judgment on when a player or team may need to hold back. There are a lot of ways to moderate your play against a weaker opponent without being patronizing.

### II. TEAM MODIFICATIONS

1. **Substitute Players:** All substitute players must be AWHL members in good standing.
  - a. A team may add up to 3 substitute players to bring the number of players on its bench up to 10 players (excluding the goalie.)
  - b. Substitutes must be noted in writing on the score sheet.
  - c. **If a team is unable to field at least 6 players from its roster, the game can still be played but will be scored as a forfeit (0 for the Forfeiting team /1 for the Opposing Team) The forfeiting team may field as many subs as needed to bring their bench up to 10 players.**
  - d. Teams must make every possible effort to first draw substitute players from within their own division.
  - e. **Players in the Intermediate Division are prohibited from subbing in Rec Division games, unless they are also registered in Rec.**
  - f. The Team Rep must indicate the NO GOAL status next to the name of the upper-division substitute(s) on the scoresheet and **notify the ref and scorekeeper** before the game begins.

## **GAME CHANGES and CANCELLATIONS**

In the rare event that a game date or time needs to be changed, the league will email - or call - if the change is less than 48 hours to help you give notice to your team. If YOUR team needs to cancel within 24 hours or less of game time because of bad weather conditions or some other extenuating circumstance, you need to CALL the **Team Rep Coordinator** AND, as a courtesy, the opposing Team Rep. Unless a game is canceled because of a rink closure or by the league, a makeup game cannot be considered for rescheduling.

## **JERSEYS**

Jerseys are checked out to players for the season. Players who do not turn in their jerseys after their last game will be charged \$100 and could be suspended from playing again with AWHL. Players are responsible for replacing or reimbursing the league for a lost jersey. There is no charge when a jersey is damaged in a game.

## **CONCERNS and COMPLAINTS**

Here's the basic chain of command for dealing with problems on or off the ice:

- a. Concerned Player(s) to Team Representative
- b. Concerned Team Representative to Referee (during period breaks)
- c. Concerned Team Representative to opposing Team Representative
  - If escalation is needed past this point, both Team Representatives should put the concerns and/or complaints in writing via the board email
- d. Concerned Player(s) or Team Representative to Team Rep Coordinator
- e. Concerned Player(s) or Team Representative to League President

Good communication is often all it takes to resolve problems. If an issue persists, you (or your player) will be asked to put your complaint or concern in writing and for further consideration by the AWHL Board.

## **SUGGESTIONS and IDEAS**

AWHL players – past and still present – deserve the credit for making this league a success. The Board welcomes and depends on your ideas and suggestions to help improve everyone's experience on the ice.

## **AWHL Board Contacts**

Please send all email communication to the board via [anchoragewomenshockey@gmail.com](mailto:anchoragewomenshockey@gmail.com)

**Team Rep Coordinator** - Linda Barnack

Cell: 907-350-1210

**Board President** - Christina Cyphers

Cell: 907-232-6283