
**ADMINISTRATIVE
POLICIES
OF THE
PITTSBURGH
AMATEUR
HOCKEY LEAGUE**



ORGANIZATION ESTABLISHED 1961

ADMINISTRATIVE POLICIES REVISED 2025

Section I – GOVERNANCE POLICIES

Part 1: POLICY ADMINISTRATION

Authority

1. These Administrative Policies of the Pittsburgh Amateur Hockey League (hereto forth referred to as the “PAHL Policies”) shall apply to all Members while acting as an organization fielding a youth hockey team(s) – or as a youth hockey team itself – under the auspices of the PAHL.
2. No PAHL policy shall violate nor alter the application of a PAHL By-Law.
3. No PAHL policy shall establish a lower standard than the by-laws, policies, and procedures of any official affiliation required by the PAHL and/or its collective members.
4. Any conflict which arises between the PAHL Policies and an affiliate policy shall follow the PAHL Policies unless ruled otherwise by a majority vote of the PAHL Executive Board.
5. Members shall not create a policy within its organization that supersedes nor conflicts with the PAHL Policies.
6. No policy, procedure, nor ruling of an external governing body – to which a Member is affiliated but the PAHL is not – may supersede the application of policies, procedures, or rulings of the PAHL unless explicitly approved by a majority vote of the PAHL Executive Board.

Policy Enforcement

1. The Executive Officers and League Office shall ensure that all PAHL Policies are followed by Members, and those parties hold the responsibility to apply the cited discipline consistently and equally for all violations.
2. The PAHL Executive Board withholds the authority to levy fines of up to \$100 for verified policy violations for which there is no consequence explicitly defined within the policy.
3. Any fine or consequence of an accused policy violation may be appealed using the Dispute Resolution provision herein and must be done so by submitting a written statement of appeal from the Association President to the League Office within 7 days of notification of the consequence.
4. Any Member that commits an egregious violation or repeated violations of the PAHL Policies can be considered for suspension, in accordance with the PAHL By-Laws.

Policy Change Procedures

1. The PAHL Administrative Policies shall be addressed, amended, and/or changed by the PAHL Membership at the Annual Meeting each season, as approved by a majority vote of a quorum of active members in good standing. Any member may submit a proposal for a policy change through their Association President, done in writing to the League Office at least 14 days prior to the Annual Meeting. Any PAHL Executive Officer and the PAHL Executive Administrator shall also be eligible to initiate a proposal for a policy change, done in writing to the League Office at least 14 days prior to the Annual Meeting.
2. All proposals for a policy change after the Annual Meeting must also include the written endorsement of at least two of the following entities: a PAHL Association President, the President of PAHL, and/or the PAHL Executive Administrator. All such proposals shall only be done to address a change deemed necessary for the current playing season. Changes considered after the Annual Meeting must be submitted at least 14 days prior to a PAHL membership meeting and shall require a 2/3rds vote of approval by the PAHL Membership at the meeting.

Policy Maintenance

1. The League Office reserves the right to modify the content, layout, and/or wording of the PAHL Administrative Policies without any formal approval process in so long as the intent and application of the policy is not changed.
2. The League Office shall post the current version of the PAHL Administrative Policies to the PAHL website.
3. The League Office shall be responsible for electronically archiving the previous version of the PAHL Policies.

Part 2: DISPUTE RESOLUTION

Hearing Definitions

1. All hearings for violations, disputes, appeals, and similar against the PAHL Policies – excluding disciplinary hearings for game-related matters – shall be defined as “Administrative Hearings.”
2. All hearings for violations, disputes, appeals, and similar against the PAHL Game Manual and/or applicable Playing Rules shall be defined as “Disciplinary Hearings.” Hearings required via the USA Hockey Playing Rules or initiated by the League Office for Supplemental Discipline shall also be defined as “Disciplinary Hearings.”

Hearing Provisions

1. All hearings shall be conducted in accordance with the Unified Procedure for Dispute Resolution, as outlined in the current version of the USA Hockey Annual Guide.
2. The PAHL League Office shall make all arrangements to conduct the hearing. Hearings shall be conducted at a reasonably-located venue with all required attendees present in-person unless all parties agree, with due cause, to conduct the hearing via audio or video conference call.
3. The PAHL Executive Administrator shall secure 3 or 5 impartial jurors. No more than 2 members of the PAHL Executive Board may serve as a juror at any hearing. The PAHL President shall not be eligible to serve as a juror at administrative hearings; the First Vice President shall not be eligible to serve as a juror at disciplinary hearings.
4. The PAHL Executive Administrator shall act as the moderator at all hearings. In instances where the Executive Administrator is involved in the hearing as an affected party, the PAHL President shall serve as the moderator. If both parties are an affected party, any unconflicted member of the PAHL Executive Board shall serve as the moderator for the hearing, as appointed by the PAHL President.
5. Jurors and witnesses shall be present at an in-person venue and therefore may only participate via any electronic medium upon agreement between the accused person(s) and the Executive Administrator.

Hearing Results

1. Decisions of the jury shall come via majority vote of the jurors. The jury is not obligated to announce or publish the results of any votes taken during deliberations nor state the individual votes made towards the final decision.
 2. Decisions of the jury may not violate any governing law, by-law, policy, or rule, which shall thereby preclude the jury from providing an exception to a written policy, providing punitive relief to a written consequence, or similar.
 3. The League Office shall provide a written summary of the decision of the jury to the Association President within 48 hours of the conclusion of the hearing.
-

Section II – MEMBERSHIP POLICIES

Part 1: MEMBER PERSONNEL

Required Member Personnel

1. Each Member must designate 1 person to serve as its Primary Officer, who shall be the top-ranked officer within the association (President, Executive Director, etc).
2. Each Member shall designate up to 5 persons eligible to vote at PAHL membership meetings, as cited herein under Member Voting Representatives.
3. Each Member must designate 1 person to serve as its Registrar, who shall be responsible for coordinating and communicating all registration requirements of USA Hockey, MidAm, and PAHL.
4. Each Member must designate 1 person to serve as its Treasurer, who shall be responsible for financial matters between the association and the League.
5. Each Member must designate 1 person to serve as its Ice Scheduler, who shall be the primary contact for tasks related to Scheduling.
6. Each Member must designate 1 person to serve as its Assignor of Officials, whose duties shall be defined in the PAHL Game Manual in regard to assigning qualified officials to each PAHL league game.
7. Each Member must designate 1 person to serve as its Team Manager Coordinator, who shall liaise between the League Office and the Team Managers within the association.
8. Each Member can optionally designate 1 person to serve as its Discipline Coordinator to act as the primary contact regarding matters and incidents related to disciplinary matters at league games.
9. Each Member must designate 1 person to serve as its SafeSport Coordinator to act as the primary contact regarding matters and incidents related to SafeSport policies, violations, and concerns.
10. Each Member that fields an 8U team in PAHL must designate 1 person to serve as its Jamboree Coordinator.
11. Each Member that fields a team(s) in a Girls Division must designate 1 person to serve as its Girls Coordinator.
12. Each Member must have 1 Head Coach for each team it fields in the PAHL to direct and oversee the team at games.
13. Each Member must have 1 Team Manager for each team it fields in the PAHL to direct and oversee the off-ice administration of the team in conjunction with games.

Member Voting Representatives

1. Each Member shall designate no less than 2 persons and no more than 5 persons to serve as Voting Representatives, in order of priority.
2. The Primary Officer shall automatically be one of the Voting Representatives and shall automatically be the highest-ranked Voting Representative.
3. At least one of the remaining four individuals must be an elected officer of the association.
4. In the event that more than one eligible Voting Representatives is present at a meeting, the priority list shall be used to determine which representative must cast votes on behalf of the Member.
5. Changes to the Voting Representatives must be submitted at least 48 hours prior to a scheduled meeting in order for those changes to apply to the applicable meeting.

Member Personnel Information

1. The name, one primary phone number, and one primary email address of each Member personnel shall be provided to the League by August 15 through a means issued by the League Office.
2. Multiple people cannot be listed on league records for the same position; only one person shall be designated by the association as the point of contact for the league.
3. All changes/updates to personnel shall require the Primary Officer or the Registrar to submit to the League Office the name and contact information of the person holding the position.

Privacy of Personnel Information

1. The contact information of Member personnel shall be posted publicly by the PAHL League Office for use in intraleague communications, but the means by which the contact information is made available shall be done in a manner deemed appropriate to limit external use of the contact information by non-league entities.
2. The PAHL shall not sell nor otherwise provide the contact information of Member personnel to any third party for use in means beyond than the required operation of the Organization and/or its Member associations. This shall include vendors, non-PAHL teams, other leagues, and commercial organizations.
3. The PAHL shall be authorized to share the contact information of Member personnel with applicable governing bodies and operational partners, including USA Hockey, MidAm, and the Pittsburgh Penguins.

Part 2: HOME RINKS

Home Rink Requirement

1. Each Member must designate 1 suitable facility as its home rink for each season.
2. The Association must play at least 80% of its assigned league home games at its home rink.
3. The facility must meet or exceed all Venue Standards cited in the PAHL Game Manual.
4. There shall be a limit of one PAHL Member using a specific facility as its home rink. Priority shall be given to the PAHL Member who used the facility in the previous season. The PAHL Executive Board may authorize a second PAHL member the temporary use of a facility for no longer than 11 months with due cause, including transition into a new facility, sudden closure or temporary unavailability of the previous/current home rink, and unexpected construction delays of a new facility.

Home Rink Designations

1. There shall be a limit of one PAHL Member using a specific facility as its home rink. Priority shall be given to the PAHL Member who used the facility in the previous season.
2. The PAHL Executive Board may authorize a second PAHL member the temporary use of a facility for no longer than one season with due cause, including transition into a new facility, sudden closure or temporary unavailability of the previous home rink, and unexpected construction delays of a new facility. The Executive Board shall hear and consider any objections from the primary tenant prior to issuing a ruling.
3. Any PAHL Member seeking to change its home rink designation must obtain approval from the PAHL Executive Board. The Executive Board shall reject changes that violate membership requirements, including the geographic location of the new home rink or existing designation as a home rink by another Member. The Executive Board and League Office shall resolve any disputes over multiple Members attempting to relocate to the same rink.

Secondary and Alternate Rinks

1. A PAHL Member may make common use of an alternate facility(s) for home games, as long as the facility is not the home rink of another PAHL Member. The secondary facility must be located within 25 miles of the Member's home rink and must meet all Venue Standards cited in the PAHL Game Manual.
2. Exclusions to restrictions on alternate venues – including a facility designated as the home rink of another PAHL Member – shall be permitted for rare and occasional situations, where both participating teams agree to play the game at the alternate venue and advance approval is granted by the PAHL League Office.

Part 3: GENERAL MEMBERSHIP PROVISIONS

Selection and Composition of Teams

1. The method of player evaluation and roster assignments shall be exclusively a matter internal to each PAHL member association.
2. No PAHL Member shall conduct tryouts nor tryout-related activities for its league teams until all PAHL playoff tournaments have been completed for the season.

Financial Obligation Clearance

1. A player with outstanding financial obligations (“bad debt”) to a PAHL member association shall not be eligible to participate with another PAHL member association until all financial arrears have been satisfied.
2. Associations shall provide a list of players with outstanding financial obligations to the League Office prior to each season via a method established by the League Office. Players shall have 14 days upon notification of bad debt prior to the season to resolve the debt before the player is deemed to be ineligible.
3. A player who changes teams during the season shall not be eligible to be on a team roster within another PAHL association if that player owes money to the sending organization. If the player is added to a new roster and the sending organization later reports to the League Office that the player is in arrears, the player’s eligibility shall be immediately suspended until the debt is satisfied.
4. The League Office shall communicate all situations of “bad debt” to the receiving organization, who shall be responsible for notifying the family of the player and upholding this Financial Obligation Policy.
5. Member Associations are responsible for reporting the full payment of outstanding monies by players reported by the association to have bad debt in order to restore the player’s participation eligibility.
6. The League Office withholds the right to grant conditional eligibility to a player who has been reported to have a financial obligation but has established, in writing, terms of repayment with the sending association. Should those terms be broken by the debtor, the conditional eligibility shall be revoked and the player shall be ineligible for continued participation with the receiving association.

Miscellaneous Membership Provisions

1. All Member Associations must be members of, and in good standing with, USA Hockey and the Mid-American District of USA Hockey.
 2. Member Associations shall not display banners of any type in their home facility which bears the PAHL name and/or PAHL logo unless that banner was either issued by the PAHL or was approved by the PAHL prior to displaying the banner. A fine of \$500 shall apply to each violation.
-

Section III – PARTICIPATION POLICIES

Part 1: PARTICIPATION PROVISIONS

General Participation Provisions

1. The PAHL does not prohibit nor limit student-athlete participation based on race, color, sex, or creed.
2. The PAHL does not guarantee participation or playing time to any player. A player may only be considered for participation in games with a PAHL team if the player meets all requirements and adheres to all policies of the PAHL, the host association, the MidAm District, USA Hockey, and all other governing entities.
3. The PAHL shall only register and accommodate teams that are sanctioned by and registered through a Member Association of the PAHL. No “independent” team from a non-PAHL association nor representing a non-PAHL association shall be granted participation, with no exceptions.

Participation Determination

1. All participation rulings requiring an official interpretation or requiring an investigation into matters not specifically defined herein must be documented in writing by the member association to the League Office.
2. It shall be the responsibility of the player and the team to reveal all eligibility information on the player and submit all required documentation for approval. There shall be no relief given to teams and players who have failed to request an eligibility ruling on the grounds of not knowing a participation policy or applicable situation.
3. Teams or individuals found to have knowingly fabricated or withheld eligibility information shall be subject to further disciplinary action, as determined by the League Office. All such actions shall be determined via the Dispute Resolution process.

Participation Violations

1. Any team that uses an ineligible or unapproved player in a game shall be issued a forfeiture for that game.
2. If an approved player participates in a game(s) and is later found to be in violation of a participation policy due to a lack of disclosure, the team shall retroactively forfeit all games in which the player participated.
3. If an approved player participates in a game(s) and is later investigated for matters not explicitly defined under PAHL policies, the player may legally continue to participate until an official ruling has been rendered by the League Office. No retroactive forfeitures shall be applied in these instances.

Eligibility Appeals

1. Any player who feels that a participation policy was not properly applied to the player or that a participation ruling was incorrectly made against the player reserves the right to an appeal. All such appeals shall follow the full PAHL process for Dispute Resolution.
2. A player wishing to appeal the application of a participation policy or any ruling adversely affecting the participation of the player must do so only via the Association President and only within 30 days of being informed of the policy/ruling.
3. A player seeking an appeal of an adverse eligibility ruling remains ineligible for participation in PAHL games until the matter is resolved by the appeals hearing, at which time the verdict of the hearing shall apply.
4. A player who wishes to appeal the verdict of a PAHL hearing may do so to the Mid-American District of USA Hockey after the appeals verdict has been issued. No other entity shall be approved to rule on matters pertaining specifically to PAHL policies. The PAHL must be informed of the MidAm hearing at least 5 days in advance of the hearing and the evidence and testimony of the PAHL must be permitted at the hearing.

Part 2: PLAYER REQUIREMENTS

Individual Player Requirements

1. Any player who has not completed all requirements of this section shall be considered an ineligible player. Use of an ineligible player in a league game shall result in a forfeiture to the team.
2. All players participating in the PAHL must individually register with USA Hockey as a Player for the current season.
3. All players must be placed on the USA Hockey roster of a team, in accordance with all rostering requirements and restrictions, to be eligible to participate in any activity with the team.
4. Each player must be submitted to PAHL on an initial team roster or, following PAHL Placement, as an individual addition to a team roster. Submission to PAHL must include the player's name, assigned jersey number, playing history, and (if applicable) goaltender designation.
5. A player who will be turning 18 years of age during the current season must complete the Safety of Minors Requirement before continued participation with the team upon turning 18 years of age.

Player Eligibility

1. Only players who appear on the team's approved USA Hockey roster shall be eligible to be submitted for approval on a team's league roster.
2. The use of a player in any league game who is not on a team's USA Hockey roster shall result in a Contested Forfeiture per instance and a suspension of the team's Head Coach for each forfeiture, up to 3 total games

Player Approval

1. Each player shall be submitted to the League Office for approval prior to participation in any league game, in accordance with administrative procedures for Roster Additions.
2. Only players who have explicitly received league approval for participation with a specified league team may play in league games with the specified league team.
3. The League Office can opt not to approve a player for a roster for reasons that may include – but shall not be limited to – a failure of the player to meet an eligibility requirement(s), deeming the player over-qualified for the assigned level of play, and a deficiency in information required for proper review of the player's playing history.
4. The use of an unapproved player by a team in any league game shall result in a Contested Forfeit per instance.
5. The League Office reserves the authority to rule a player to be no longer approved for a team's roster if the player is deemed to be over-qualified for participation at the current level of play. The player may subsequently be submitted by the association for approval on the roster of a higher-level team within the same association or released by the association entirely.

Rostering Limitations

1. No player shall be eligible to be added to any team's league roster for any reason after 12/31, with no exceptions.
2. A player who is being transferred from one PAHL roster to another PAHL roster during the season must abide by the Player Roster Transfers provision within Roster Additions.
3. A player who is added and approved for a PAHL team roster shall not be eligible to then be placed on a new PAHL team roster for a period of 30 days following the date of the first addition.

Part 3: STAFF MEMBER REQUIREMENTS

Staff Member Eligibility

1. Only individuals who meet USA Hockey requirements and appear on the team's USA Hockey roster for specified capacities (coaches, managers, and similar) shall be eligible to participate in league games.
2. Participation includes serving in the specified capacity(s), being on the team bench, and being in locker room areas in conjunction with league games.
3. The presence of an ineligible person on the team bench during a game shall result in a Contested Forfeit to the team, per person, per game.
4. There shall be no league-level restriction on the number of teams nor for the number of associations for which any one person can be registered as a Team Official, but the individual must be explicitly rostered with each team for which the individual serves as a Team Official.

Team Staff Member Requirements

1. A Team Staff Member is defined as any person serving in a capacity – formal or informal – to assist with the team during games and/or practices, including on the team bench, in proximity to the team locker room, and on the ice. This includes positions similar to – but not limited to – Head Coach, Assistant Coach, Goalie/Skills Coach, Team Manager, Locker Room Monitor, Equipment Manager, Trainer, etc.
2. Each Team Staff member serving in a coaching capacity must be registered with USA Hockey as a Coach for the current season and be in full compliance with all requirements as a Coach with USA Hockey.
3. Each Team Staff Member serving in a non-coaching capacity must be registered with USA Hockey, as applicable to the position, for the current season.
4. Each Team Staff Member shall be submitted to the League Office by September 1 via a method established and communicated prior to each season by the League Office.
5. Each Team Staff Member over the age of 17 with the potential to have routine, unmonitored access to the locker rooms and restricted areas of facilities used for games, practices, and similar events must complete the Safety of Minors Requirements before participation in any such events.
6. Each Team Staff Member under the age of 18 must be rostered only as a Student Coach and must complete and adhere to all qualifications set forth by USA Hockey for Student Coaches.
7. No person under the age of 13 is eligible to be a Team Staff Member.

Part 3: TEAM ROSTERS

Team Roster Submission

1. No later than July 1 of each season, the League Office shall publish instructions to each Association Registrar for submitting PAHL Rosters. The PAHL Rosters must include each and every player assigned and committed to the team at the time of the deadline and shall contain all required rostering details for the player.
2. No later than September 1 of each season, the League Office shall publish instructions for collecting approved USA Hockey Rosters – or active links to electronically access approved USAH Rosters – from each Association Registrar. Submissions shall be made no later than the final Sunday of September.

Team Roster Provisions

1. All PAHL age classifications shall follow the guidelines established annually by USA Hockey and approved by the Mid-American District. Any player participating in an age division outside of those established guidelines shall be deemed an ineligible player.
2. Each team roster shall consist of at least 11 players, effective September 1 of each season.
3. At no point after September 1 of each season shall the number of players on the team roster exceed 20.
4. The temporary rostering of a player(s) on any PAHL team is strictly prohibited. Any team found to have rostered a player for temporary participation in a game(s) shall be issued a forfeiture(s) for use of an ineligible player.

Team Roster Limitations – Males

1. A male player can be rostered on no more than one PAHL team, except only as provided under the provisions of Secondary Goaltenders.
2. A male player shall not appear on the roster of more than 2 different league teams across a single season unless proof is provided of a change of legal residency that irrefutably necessitates that the player be placed on a third roster with a new league member.
3. A male player is not eligible to be on the roster of a PAHL girls' team.
4. A male player who appears on the roster of any Tier 1 team – or on the roster of a 10U or 12U team within an association that primarily fields Tier 1 teams above the 12U classification – at any point of the season shall not be eligible for participation in league games with any league team unless removed from the Tier 1 roster and submitted – or resubmitted, if applicable – to the league for approval for the league roster.
5. A male player rostered outside of PAHL on a Junior team (20U) is not eligible to be on a PAHL team roster.

Team Roster Limitations – Females

1. A female player – including goaltenders – can be rostered on up to two PAHL teams, one of which must be a girls' team.
2. A female player cannot be concurrently on the rosters of two co-ed teams.
3. A female on the roster of two girls' teams within PAHL cannot be on rosters of teams in the same age classification.
4. A maximum of 5 girls can be rostered on a team who are on the roster of another PAHL girls' team.
5. A female on two girls' team rosters must only do so within the same association.
6. A female player rostered outside of PAHL on a Tier 1 team at the 14U, 16U, or 19U levels shall be eligible to be on a PAHL team roster only in a co-ed division, so as long as no more than 50% of that PAHL roster is comprised of female players also on a Tier 1 roster.
7. A female player shall not appear on the roster of more than 3 different league teams across a single season unless proof is provided of a change of legal residency that irrefutably necessitates that the player be placed on a fourth roster with a new league member, at which time the player is only eligible to be concurrently on the roster of one team.
8. A female player rostered outside of PAHL on a team in an association that primarily fields Tier 1 girls' teams – at the 12U or 10U age classification is eligible to be on any PAHL roster (co-ed/female), so as long as no more than 50% of that PAHL roster is comprised of female players also on the roster of a Tier-1-equivalent team.
9. Additional restrictions related to participation, if any, shall be defined by game policies on participation, including any distinctions between gender divisions (co-ed/female) and playing positions (skater/goaltender).

Part 4: GOALTENDERS

Goaltender Designations

1. There shall be two designations for goaltenders on league rosters: Primary Goaltender ("PG") and Secondary Goaltender ("SG").
2. The goaltender must be on the USA Hockey roster of the team to receive a designation with that team, inclusive of the limit of 20 rostered players.
3. Each team must always have at least 1 Primary Goaltender on its roster.
4. Each team can have a maximum of 1 Secondary Goalie on its league roster, and only 1 player can serve as the Secondary Goalie for a team in a season.
5. A player designated as a Secondary Goaltender on a league roster cannot be moved to another league roster as a Secondary Goaltender.
6. A Secondary Goaltender can be redesignated as a Primary Goaltender on a team roster during the regular season but then becomes eligible only for participation with that team, with no option to add a new Secondary Goalie.

Goaltender Restrictions – Males

1. A male goaltender is eligible to be on the roster of no more than two league teams within a single association in any of the league's co-ed divisions.
2. A male goaltender shall always be designated as a Primary Goaltender on one roster and then shall be eligible for designation as a Secondary Goaltender only on one higher roster.
3. A male goaltender shall not be simultaneously on team rosters across two associations, regardless of designation.
4. A male goaltender who seeks to change associations after the start of the regular season shall only be eligible for one team roster as a Primary Goaltender in the receiving association and shall no longer be eligible for participation with any team in the departing association.

Goaltender Restrictions – Females

1. A female goaltender is eligible to be concurrently on the roster of no more than two league teams within all divisions (co-ed and girls) of the league.
2. A female goaltender who is concurrently on the roster of two girls' teams or concurrently on the roster of two co-ed teams must be designated as a Primary Goaltender on the lower team roster and as a Secondary Goaltender on the higher team roster.
3. A female goaltender who is concurrently rostered on one girls' team and one co-ed team shall be designated as a Primary Goaltender for each team.
4. A female goaltender may concurrently be on team rosters across two associations for which there is an absence of an applicable girls' team within one association, under which the female goaltender shall be restricted to one co-ed roster and one girls' roster.
5. A female goaltender who appears on two rosters shall only be eligible to be removed from one existing roster and added to one new roster – regardless of the host association – within the same season, so long as the goaltender remains in compliance with all other applicable rules.

Goaltender Usage – Primary Goaltenders

1. Players appearing on a roster as a Primary Goaltender shall not be regulated in use with that team.
2. A Primary Goaltender shall be eligible to participate in all league games with the corresponding team, with no limit to the number of games played.
3. A Primary Goaltender may be used as a skater in any league game, for which the player shall count against the roster limit of 18 skaters.

Goaltender Usage – Secondary Goaltenders

1. A goaltender with a Secondary Goaltender designation for a team shall not be eligible to participate with that team in league postseason games.
2. A Secondary Goaltender may only participate in league preseason games with approval from the League Office due to an extended injury to a Primary Goaltender(s) on the team.
3. A Secondary Goaltender shall not appear on the game roster for more than 25% of the team's regular-season league games. Actual playing time shall be irrelevant to the game counting towards the participation limit.
4. If a Secondary Goaltender is used in a game beyond the applicable limit, a Contested Forfeit shall be issued to the offending team.
5. A Secondary Goaltender shall only participate in league games with that team as a goaltender; the player shall not be eligible to participate as a skater under any circumstance.

Goaltender Compliance

1. The Head Coach of the team shall be responsible for ensuring compliance with all provisions and limits of goaltender designations and usage.
2. All goaltender designations must be approved by the League Office, and the League Office reserves the right to nullify a goaltender designation if it is being used to place more-talented goaltender(s) on a lower team(s), exploit participation policies, or circumvent other relevant rules.
3. The League Office – and only the League Office – shall provide clarification regarding the use of a goaltender across two rosters.
4. The League Office reserves the right to rule a goaltender ineligible for a lower team if the goaltender is deemed to be overqualified for that level of play, but roster restriction rules within a single season shall still apply.
5. The League Office reserves the authority to increase the restriction on the usage of a Secondary Goaltender only due to documented proof of an extended injury to a team's Primary Goaltender(s).
6. The consequence for any violation of goaltender usage shall be a Contested Forfeit to the offending team for each instance of violation.

Part 5: ROSTER ADDITIONS

Player Addition Limitations

1. A player in the process of being added to a PAHL Roster shall not be eligible for participation in a PAHL game until the roster addition process is fully completed, including explicit approval of the player by the League Office. Any player who has not yet obtained approval shall be considered an ineligible player if used in a PAHL game, which shall result in a forfeiture to the team.
2. Any player can be freely added/removed from a PAHL Roster prior to July 1 of each season. Starting on July 1, player additions must only be completed through the Roster Addition Process.
3. Players shall not be added to a PAHL Roster after deadlines prescribed by the PAHL Game Manual. No exceptions shall be granted by any entity.
4. A player currently on a PAHL Roster cannot be moved to a new roster in a lower division without 75% approval of the PAHL Placement Committee.
5. A player cannot be “temporarily” placed on a PAHL Roster for any reason, and use of player movement policies shall not be used to circumvent PAHL policies or provide a team/association with temporary relief of any applicable policy. Suspected violations of this clause shall be investigated by the League Office and shall be deferred to the Executive Board for an Administrative Hearing if evidence is found of a violation.

Player Addition Process

1. The player, team, and association must first complete and confirm all parts of the individual Player Requirements.
2. The addition of a player shall be initiated by the Association Registrar through the online PAHL rostering system and shall include all required details for the player.
3. All submissions must be received – in their entirety – by Wednesday at 6:00 PM to be eligible for approval to participate in the forthcoming weekend of games.
4. The League Office and Placement Committee will review all roster addition requests submitted by the weekly deadline no later than Thursday at 10:00 PM. The review by the League Office shall confirm the player is on the approved USA Hockey roster of the team. The review by the Placement Committee shall be to approve or reject the addition of the player with respect to maintaining the appropriate competitive balance of the applicable division.
5. If there is missing or incomplete information on the player, the League Office will inform the Association Registrar of the deficiency; the player will not be approved for the current week and the request must be re-submitted for the following week.
6. If the player is confirmed and approved, the League Office will add the player to the team’s PAHL website roster, the PAHL scoresheet database, and notify the Association Registrar of the approval for immediate participation.
7. If the player is not confirmed and/or rejected, the League Office will inform the Association Registrar of the denial of the roster addition.

Player Roster Transfers

1. A player who appears on the roster of a PAHL team on or after September 1st of each season may not be moved to the roster of any other PAHL team – within the same association nor to a new association – after October 31st of each season, with no exceptions.
2. A player who is being removed from the roster of a PAHL team and then is to be added to the roster of another PAHL team must be submitted through the standard Player Addition Process to be added to the new team, in addition to the following provisions:
 - a. The addition must be submitted on or prior to October 31st.
 - b. If moving to the roster of a team in a different member association, the player is granted a release from the sending organization, executed via a player release submission in the PAHL player database.
 - c. The player remains subject to the PAHL Financial Obligation Clearance policy indefinitely if moving to the roster of a team in a different member association, even if the player addition is approved by the League Office at the time of the transfer.

Part 7: SAFETY OF MINORS

Safety of Minors Requirements

3. All persons applicable to this requirement must complete the following before participation in any team activity:
 - d. Submit a completed background check only from the designated vendor
 - e. Complete the prescribed USA Hockey SafeSport Training modules
 - f. Complete the requirements PA Act 15 of 2015 for all Pennsylvania residents
2. The responsibility to adhere to Safety of Minor requirements falls upon the individual and the Member Association, not the PAHL.
3. No person to which these requirements apply may participate in any type of league activity until all portions of the requirements have been met.

Locker Room Monitors

1. A Locker Room Monitor is required by the Mid-American District any time players are in a team locker room at games and practices. This responsibility falls solely on the association and its respective teams.
 - a. Co-ed teams must have a gender-appropriate Locker Room Monitor for each gender on the team and each corresponding locker room.
 - b. If a single player is present in a locker room, the room should be monitored by at least two approved adults until additional individuals are present.
 2. All Locker Room Monitors must be listed on the team's USAH Roster, having met the screening and training requirements to fulfill the position. All approved coaches and team managers are eligible to serve as the Locker Room Monitor. Additional individuals shall have the "LR Monitor" designation on the team roster.
 3. The staff member (s) serving as the Locker Room Monitor(s) for a particular game shall be denoted properly on the official scoresheet for the game. The Head Coach of the team shall be deemed the default Locker Room Monitor if no other denotation is made on the scoresheet.
-

Section IV – TEAM PLACEMENT POLICIES

Part 1: PLACEMENT PROVISIONS

Declarations

1. Initial declarations of expected teams an association will field in the next season for the 10U through 19U age groups (co-ed and girls) shall be submitted by July 1. Declarations shall include the requested division placement of each team, in accordance with the divisional structure within each PAHL age group.
2. Initial declarations for 8U teams shall be submitted by October 1, and declarations shall include the requested division placement of each team, in accordance with the divisional structure within the 8U age group.
3. Any association that withdraws team on or after the day that placement games have begun for the age group or regular-season scheduling has been conducted for the age group – whichever comes first – shall remain responsible for the “per player” fees of the team and any other financial obligations incurred to-date. An additional fine of \$2,500 shall be levied to the association.

Placement Committee

1. The PAHL Placement Committee shall be chaired by the PAHL Second Vice President, who shall be a voting member on the committee and shall coordinate all Placement Committee meetings.
2. The PAHL Placement Committee shall consist of 4 to 6 members, each who has an established familiarity with PAHL competition and collectively represent various regions within the geographic footprint of PAHL. The Chair shall recruit and select the committee members, with additional help from the PAHL Executive Administrator and members of the PAHL Executive Board.
3. Each member of the PAHL Placement Committee shall hold one vote on committee matters.
4. The PAHL President and PAHL Executive Administrator shall be ex-officio members of the PAHL Placement Committee and shall not hold a vote on committee matters.

Placement Divisions

1. PAHL shall annually create competitive divisions within each co-ed age group from 10U to 18U using a manual placement review process by the PAHL Placement Committee.
2. The specific number of divisions within each age group shall be determined by the Placement Committee, with input from the PAHL Executive Administrator. The expected number of teams per division shall be 8-11, but proper placement of teams shall take precedence over the quantity of teams placed in each division.
3. Each age group within the co-ed category shall have at least one ‘AA’ division as its top/advanced skill level.
4. Each age group shall have multiple ‘A’ divisions for its intermediate/moderate skill levels, each noted numerically in descending order of skill (‘A1’, ‘A2’, and so on).
5. The 10U, 12U, and 14U age groups shall have one ‘B’ division for beginner/novice skill levels.
6. The 8U group shall have three divisions, in accordance with the USAH ADM Program: Red, White, and Blue.

Placement Divisions – AA

1. Teams must earn “AA” placement via the full PAHL Placement Process; teams are not placed into “AA” based solely on the roster composition nor initial declaration.
2. The Executive Administrator, with input from the Placement Committee, reserves the ability to establish two ‘AA’ divisions in an age group, split by Major and Minor birth years.
3. Teams in ‘AA Major’ shall consist of teams with more than 30% major birth year skaters on its roster (goaltenders are excluded). Teams with less than 30% major birth year skaters on its roster may also seek ‘AA Major’ placement with written approval from the association president.
4. Teams in ‘AA Minor’ shall consist of teams with less than 30% major birth year skaters on its roster.

Provisional Placements

1. Teams in each age group shall be initially placed according to their team declaration.
2. The Placement Committee shall use rosters, reports on player experience, and team/association history to then determine the provisional placement of all such teams, including the elimination and/or establishment of new divisions within the age group.
3. Provisional placements must be established by the committee no later than August 15 of each season for 12U age groups and above, by September 15 for the 10U age group, and by September 15 for the Girls' age groups.
4. The Placement Games procedure shall be applied after provisional placements are published.

Part 2: PLACEMENT GAMES

Placement Game Requirements

1. Teams at 18U, 16U, and 14U shall play 2 placement games.
2. Teams at 12G shall play 2 placement games.
3. Teams at 12U and 14U shall play 4 placement games.
4. Teams at 10U shall play 6 placement games.
5. Teams at 19G and 14G do not play any placement games.
6. Any team withholds the option of playing additional placement games, on its own accord.
7. No placement games are applied in any manner for 8U teams.

Placement Game Provisions

1. Placement games for 12U thru 18U age groups shall be played only in the month of September, starting on the weekend after Labor Day. The last day of September can be included in the timeframe for placement games if it falls on a Sunday.
2. Placement games for 10U shall be played only in the month of October. The last day of September shall be included in the timeframe for placement games if it falls on a Saturday, and the last day of October shall not be included in the timeframe if it falls on a Saturday.
3. The final day for placement games at each age group shall be determined annually, which may be sooner than the end of the available window for placement games prescribed herein. The specific length of the placement window for each game group shall be dependent upon the total number of placement games played by each team within the age group and the desired start date for regular-season games.
4. The matchups and corresponding home/aways assignments shall be set only by the League Office for placement games and shall consist of teams of similar skill/placement level as a means of providing a competitive comparison.
5. Additional placement games for consideration in the placement process can be arranged between two PAHL teams from the same age classification and must take place within the placement window allotted for the age group. No games played outside of the allotted timeframe for placement games shall be accepted by the Placement Committee for consideration in the placement process, with no exceptions.
6. Teams assigned to play each other in a placement game are freely able to redesignate the home/away assignments for the game – or agree to conduct the game at a neutral location – upon agreement by both participating teams, which shall include an agreement to any change in financial obligations related to conducting the game at a new location.
7. Within 24 hours of the conclusion of each placement game, the head coach (or acting head coach) of each team within the game shall submit a Placement Game Report via the league website to collect pertinent information regarding the game and competitiveness of the teams.

Part 3: FINAL PLACEMENTS

Final Placement Procedure

1. The Placement Committee shall routinely review results of placement games and reports from placement games, as well as all other resources (rosters, player history, etc.) to modify, as it sees fit, the placement of each team.
2. The Placement Committee shall establish final placements within 3 days of the final day placement games.
3. Teams wishing to appeal their final placement shall follow the procedures for Placement Appeals, but there shall be no appeals on the final placement of 10U teams.

Final Placement Appeals

1. Any team wishing to appeal its final placement must submit a written appeal via email only from the association president to the Chair of the Placement Committee. If multiple teams within an association are appealing their placement, a separate email needs to be submitted for each appealing team.
2. Appeals must be submitted no later than 5:00 PM on the Sunday immediately following the publication of final placements. No appeal submitted after the deadline shall be accepted.
3. The appeals letter must include the association name, the specific team (PAHL Team ID) making the appeal, the nature of the requested movement (move up a division or move down a division), and a brief, fact-based explanation supporting the request. Incomplete appeals shall not be accepted.
4. The Chair of the Placement Committee shall present all appeals requests to the members of the Placement Committee within 24 hours of the appeals deadline. The Placement Committee shall vote electronically to uphold the request, deny the request, or move the request to a hearing.
5. The Chair shall communicate the result of the vote to the appropriate association president. There shall be no further appeal, and only appeals voted by the committee to move to a hearing shall be granted a hearing.

Placement Appeals Hearings

1. The Executive Administrator shall arrange for all applicable appeals hearings – virtually or in-person – within 4 days of the appeals deadline.
 2. The PAHL Executive Board shall comprise the hearing panel for all appeals, with at least three members present and excluding the Placement Committee Chair. The Executive Administrator shall serve as the moderator.
 3. In accordance with Administrative Hearings, the burden of proof shall rest with the appellant; the hearing panel shall only uphold an appeal for reasons that have been substantiated by the appellant.
 4. The Chair shall be granted 2 minutes to present the committee's rationale for the placement of the appellant.
 5. The appealing team shall then have a maximum of 4 individuals eligible to speak. The speakers for the appealing team shall collectively be granted no greater than 6 minutes to present its case.
 6. The hearing panel shall have 5 minutes for questions and clarifications of the appellant, with the moderator ensuring that the responses succinctly address the matter at hand.
 7. The appellant shall be dismissed from the call, and the hearing panel shall be granted 3 minutes to deliberate the case and cast a final vote.
 8. The vote of the panel shall determine the official placement of the appellant, with no option for further appeal.
 9. The Chair shall communicate the results of the appeal to the association president within 24 hours of the hearing.
-

Section V – SCHEDULING POLICIES

Part 1: GENERAL SCHEDULING

Scheduling Provisions

1. The timeframe for placement games and regular-season games shall be established by the League Office using the policies herein. Games played outside of the established timeframes and/or in violation of corresponding policies shall not be recognized by PAHL under any circumstances.
2. Each PAHL team shall retain enough available weekend dates – home and away – to complete all placement and regular-season games within the allotted timeframe. Any team that does not provide enough availability at PAHL Scheduling Sessions shall be asked by the Executive Administrator to withdraw from non-league game/tournament commitments and/or play home games at alternate locations. Any team still unable to cooperatively establish a full schedule of league games shall be referred to the Executive Board for resolution.

Start Times

1. All PAHL games shall be played only on weekends, and no exceptions shall be granted to play a game on any weeknight.
2. All PAHL league games must be scheduled with a start time falling within the following periods:
 - a. Standard Saturdays: between 7:00 AM and 8:00 PM, inclusive
 - b. Standard Sundays: between 7:00 AM and 7:00 PM, inclusive
 - c. Alternate Saturdays (games at 19G, 18U, and 16U only) between 7:00 AM and 9:00PM, inclusive
 - d. Alternate Sundays (immediately prior to a US Federal Holiday): between 7:00 AM and 8:00 PM
3. In the instance of a team playing two games on the same date, there must be at least 4 hours (240 minutes) between the expected end time of the first game and the scheduled start time of the second game. The expected end time of a game shall be calculated based on its scheduled start time and minimum length of the ice slot. Teams shall not inaccurately report scheduled start times as a means of circumventing this policy, and potential violations shall be investigated by the League Office.

Scheduling Jurisdiction

1. All league games listed on the official schedule, as listed on the PAHL website, shall constitute a binding agreement between both teams and the PAHL to honor the game, exactly as scheduled, unless otherwise affected by circumstances outlined in the Game Administration section of the PAHL Game Manual.
2. The Executive Administrator shall resolve all disputes regarding the date, start time, and location of any league game. The Executive Administrator also reserves the right to veto any agreements, with due cause, made between the participating teams as exceptions to PAHL scheduling policies.
3. The League Office shall investigate any situation where the host team reported a game detail (time/date/location) that was in adherence to a policy but potentially violated the policy by when/where the game was truly scheduled. Any such team found to be in violation of intentionally misreporting a game detail shall be issued a Game Forfeiture. Delayed Starts and Tardy Starts – as defined in the PAHL Game Manual – shall not constitute a violation if the game was officially scheduled within proper scheduling parameters.
4. Non-league games against any opponent shall be scheduled solely at the risk of the member team. The League Office exerts little to no authority over a non-league game, the opposing team's eligibility and registration, and any failure by the opposing team to honor any or all scheduled games and/or applicable competition policies.

Part 2: LEAGUE SCHEDULING

Regular-Season Game Totals

1. All PAHL teams shall play the specified number of regular-season games for the age division, against teams only within the respective age division, as follows:
 - a. 12G, 14G, 19G: 20 regular-season games
 - b. 16U, 18U: 20 regular-season games
 - c. 12U, 14U: 18 regular-season games
 - d. 10U: 14 regular-season games
 - e. 8U: no greater than 10 jamboree events
2. The Executive Administrator withholds the ability to reduce the number of regular-season games for a specific division with substantial cause and with the consideration of input solicited from the affected teams and the PAHL Executive Board.
3. If an unexpected team withdrawal(s) reduces the number of teams in the division to 4 or fewer, input from the affected teams shall be solicited by the Executive Administrator to make a final determination on the number of regular-season games for the division.

Scheduling Provisions

1. The League Office shall determine the opponents and home/away assignments for each of the regular-season games for each team. Each team shall be designated to have 50% of its games played at home and 50% of its games to be played away. If the number of regular-season games for a division is reduced to an odd number, the League Office shall designate, at its sole discretion, which teams will host the 1 additional home game.
2. Each team shall attempt to schedule all of its home games at the host venue for the association. Any team utilizing a second venue for home games – in accordance with Home Rinks policies herein – shall explicitly report the alternate venue as the site of the game to the opponent at the Scheduling Session or at the time the game is rescheduled to the new venue. Any opponent that feels an alternate venue is inadequate or causes a significant inconvenience shall report the concern to the League Office for resolution.
3. Each team shall be assigned to play each of the other teams within its division at least 1 time during the regular season before additional matchups between teams shall be added sequentially. No team shall play an opponent no more and no less than 1 time than the other divisional opponents. Teams assigned to play each other more than once shall be given alternating home/away assignments to those matchups, whereas no matchup will be imbalanced in home/away designations by more than 1 game.
4. There shall be no limit to the number of matchups scheduled between two teams during the regular season, whereas all other provisions of this section are satisfied.

Scheduling Restrictions

1. Each PAHL team shall schedule no more than 60% of its regular-season league games and no less than 40% of its regular-season league games prior to December 31 of each season. The Executive Director shall authorize an exception to this restriction only when the temporary unavailability of the home rink of a team prevents the team from adhering to the requirement.
2. If two teams from the same member association are placed into the same division, the first two matchups, as applicable, between those teams must take place prior to December 31. If a third matchup in the regular season is mandated, it must be played prior to January 31st. If a fourth (or more) matchup in the regular season is mandated, there shall be no restriction on when the game is played.
3. No team may alter its assigned opponents for any reason. Any adjustments necessitated during the season due to unexpected circumstances shall only be made by the League Office.
4. Any deviation from the league-issued home/away designations must be explicitly agreed upon by both participating teams in writing. The host team shall be responsible for providing proof of this written agreement in the event of a dispute or if otherwise requested by the League Office.
5. No PAHL team may play more than 2 league games on the same calendar day, with no exceptions.

Scheduling Sessions

1. The League Office shall arrange for a Scheduling Session for each division on the weekend immediately following the release of official placements.
2. Scheduling for divisions within the same age classification shall be conducted on the same weekend at the same location, unless otherwise altered by the League Office at least 21 days prior to the standard weekend.
3. The League Office shall publish the exact date, time, and location for the Scheduling Session for each division.
4. Each team within a division shall send at least one representative to its assigned Scheduling Session. A team may send one additional representative to the Scheduling Session, but multiple representatives must only operate in tandem at the Scheduling Session – no team may “double-up” its operations at a Scheduling Session via representatives working separately from each other.
5. The League Office shall supply at the start of each Scheduling Session – and no earlier – a grid of the assigned opponents and home/away designations for those opponents, in accordance with Scheduling Parameters.
6. All league games hosted by PAHL teams must be scheduled in accordance with Scheduling Requirements. The representative(s) from the team must arrive at the Scheduling Session in compliance with Scheduling Requirements in order to complete a full schedule of league games. No team may leave the Scheduling Session without a date, time, and location established for each assigned league game.
7. The League Office shall arrange the means for each team to submit its finished schedule to the League Office.

Part 3: SCHEDULE CHANGES

Schedule Change Categories

1. Any change – for any reason – to the date, start time, or location of a league game constitutes a Schedule Change. There shall be three categories of Schedule Changes, which shall be delineated by the timeframe and the circumstances that prompt the change request:
2. Schedule Adjustments are defined as any change requested before the Monday immediately prior to the date of the game.
3. Rescheduled Games are defined as any change requested on or after the Monday immediately prior to the date of the game.
4. Postponements are defined as any change necessitated due to circumstances beyond the control of either team.

Schedule Adjustments

1. Teams shall only submit requests to opponents for changes to the official schedule with due cause and must do so before the Monday immediately prior to the date of the game.
2. The team wishing to initiate a change shall electronically communicate the request to an applicable representative(s) of the opposing team.
3. Any affected team that does not wish to consent to a change shall not be obligated to agree to any change requests, and any conflicts regarding adjustment requests shall be communicated to the League Office.
4. Any request by a team that does not receive a response from the opponent for 5 days can transfer the request to the League Office.
5. A schedule change, if any, shall be agreed upon by the affected teams and then reported by the host team to the League Office via the applicable procedure, with verification of consent from both affected teams.

Rescheduled Games

1. Any team seeking to initiate the potential rescheduling of a game – as defined by any game change on or after the Monday immediately prior to the scheduled date of the game – must first gain approval from the League Office to pursue the change by first providing, in writing, game details and supporting reasons for the possible change.
2. A fine of \$100 shall be assessed to any team that circumvents this process by initiating a rescheduling inquiry with another party.
3. The League Office shall only approve a rescheduling request that is backed by due cause and faces no viable objection from the opposing team, as determined by the League Office.
4. A rescheduling request from a team expecting to have a shortage of players shall only be approved with conclusive evidence that the team cannot provide the required minimum number of players due to injuries.

Weather Postponements

1. The League Office shall serve as the sole arbitrator in potential postponements of all league games due to severe weather – current, pending, or predicted – by using commercially reliable resources to determine forecasts, advisories, and travel conditions.
2. The League Office does not need to receive a request from a team or association to initiate the process for a possible Weather Postponement.
3. Weather Postponement requests shall only come from an association president and shall be submitted only to the League Office. All such inquiries shall be made at the earliest reasonable opportunity, at which time the requesting team shall designate one person to communicate with the League Office regarding the potential postponement.
4. The League Office shall establish one designated person with each participating team/association to communicate regarding the situation.
5. Only the League Office can provide the official notification of a Weather Postponement. Notification from any other entity – league team, host venue, related vendor, etc. – shall not be honored.
6. A decision made by the League Office shall be honored by both participating teams and shall not be subject to appeal.

Extenuating Postponements

1. Potential and forced postponements due to sudden rink unavailability (mechanical failures, unsuitable playing conditions, etc.), local emergencies, health & safety issues, or any other unanticipated cause beyond the immediate control of a participating team shall be reported to the League Office.
2. An extenuating situation that arises during a game – or immediately before a game when both participating teams are present at the venue – can be ruled upon by those teams, with assistance from the On-Ice Officials when needed. All other extenuating situations shall be reported immediately to the League Office for an official determination on postponement.
3. Each Extenuating Postponement shall be reviewed by the League Office to determine if any course of action is necessitated beyond a standard process for Schedule Changes.

Schedule Change Costs

1. A fee shall be charged to the team initiating a Schedule Change, and any fee over \$50 may be appealed to the Executive Board supporting evidence that the change was beyond the control of the team/association.
 - a. \$0 fee for Postponements
 - b. \$0 fee if only the start time of the game is changed by 4 hours or less
 - c. \$50 fee for the first change made to a specific game
 - d. \$200 fee for each subsequent change made to a specific game
 - e. \$500 fee for any team that makes 4 total Schedule Changes in a single season, in addition to the fees for the individual Schedule Changes
2. The team initiating a Schedule Change within 30 days of the initial date of a scheduled game shall be responsible for all unrecoverable costs associated with the game.
3. Weather Postponements and Extenuating Postponements shall not require the costs of a game to be transferred to another party.
4. Unless explicitly agreed upon otherwise by the participating teams, game costs shall include full expenses for ice time, On-Ice Officials, and Medics.
5. Any dispute on game costs shall be presented to the League Office, in writing, for a resolution.
6. The host shall provide the opponent with an accurate invoice for the costs of a game within 15 days of the date the schedule change is finalized, and the opponent must make full payment within 45 days.

Schedule Change Resolution

1. A new date, time, and venue for an approved Schedule Change must be established by the participating teams within 14 days of initiating the change request. An extension to this procedure can be approved by the League Office, with due cause.
2. The host team shall communicate the new game details to the League Office via the applicable procedure established by the League Office.
3. The League Office reserves the right to reject any requested schedule change, with due cause, even if both teams have agreed to the change. A request rejected by the league may be resubmitted by the teams in a manner that corrects any issue that prevented an initial approval.
4. The League Office reserves the right to issue a Non-Contested Forfeit, following a written warning, to any team for failing to cooperate in the process to reschedule a game.

Schedule Change Notification

1. The League Office shall finalize all game changes and shall update the official website schedule.
 2. Each team shall be responsible for notifying its respective team members.
 3. The host team shall be responsible for notifying the host venue and all game personnel of each game change.
-

Section VI – MEETING POLICIES

Part 1: BOARD OF DIRECTORS MEETINGS

Meeting Attendance

1. Each Member is required to have at least one approved Voting Representative present for each Board of Directors Meeting and all Special Meetings. Meeting attendance shall be defined as active participation by an identifiable person(s) listed as a Voting Representative in any meeting scheduled to conduct league business.
2. Any Member that is not able to send a representative to any meeting must request an attendance waiver from the President at least 12 hours prior to the scheduled start of such meeting, providing valid reason(s) for the absence. The President shall inform the Member of his/her decision to approve or decline the request prior to the scheduled start of the meeting, otherwise the request shall be automatically approved and honored.
3. Roll Call shall close 15 minutes after the Call to Order of any meeting, and each Member must remain represented for at least 120 minutes of each meeting or the duration of each meeting, whichever is less. Any Member without representation at the time Roll Call closes or without representation for the minimum length of the meeting shall not be counted as being represented at the meeting.
4. Any Member that fails to meet the Attendance Requirement for any meeting – in-person or virtual – shall be fined \$100 per violation.
5. Any Member falsely representing itself and/or its attendance in an electronic meeting, as investigated and confirmed by the League Office, shall be fined \$100.
6. Any Member that does not have the required representation at three consecutive meetings shall be placed into Probationary Status, in accordance with the PAHL By-Laws. Probation shall only be lifted once all related fines are paid by the Association and the Association is properly represented at a mandatory meeting.

Meeting Locations

1. The Annual Meeting of the Corporation, as required by the PAHL By-Laws in the second quarter of the calendar year, shall be an in-person meeting with no option for virtual attendance.
2. The PAHL President shall determine, with at least a 7-day notice, if any other league meetings shall be in-person, virtual, or a hybrid of in-person and virtual.
3. The League Office shall provide sufficient access instructions for any meeting to be conducted virtually.
4. Any voting done via electronic meeting must provide a commercially reasonable method of confirming the identity of the approved voter.

Part 2: EXECUTIVE BOARD MEETINGS

Electronic Meetings

1. Meetings of the PAHL Executive Board shall be made accessible, as needed, for electronic (off-site) attendance and participation by Officers, Staff Members, and approved guests.
2. The League Office shall make arrangements for individuals to participate electronically in a PAHL Executive Board Meeting and provide sufficient instructions for accessing the electronic meeting.
3. Elected Officers shall be eligible to vote via electronic attendance, so as long as the PAHL President confirms the Officer to be present for the motion of and discussion on the matter at-hand.

Observers

1. Any person – herein defined as an “Observer” – shall be eligible to request attendance at any PAHL Executive Board meeting, so as long as the attendee is approved by the PAHL President at least 24 hours prior to the meeting.
2. Observers shall not possess the right to speak on any matter unless explicitly granted the floor by the presiding officer of the meeting.
3. The presiding officer of the meeting may dismiss any Observer from the meeting without warning for disrupting the meeting in any manner.