



**ROCKY MOUNTAIN DISTRICT
POLICY and PROCEDURES**

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ROCKY MOUNTAIN DISTRICT POLICIES AND PROCEDURES MANUAL

Contents

SECTION 1 Affiliate Jurisdiction	3
SECTION 2 Rocky Mountain District Registrar	3
SECTION 3 District Fees	3
SECTION 4 Expense Reimbursement	3
SECTION 5 Rocky Mountain District Grants	3
SECTION 6 Player Eligibility to Participate in Programs Other Than Affiliates	4
SECTION 7 Rocky Mountain District Sanctioning of Invitational Tournaments	4
SECTION 8 Rocky Mountain District Tournament	5
SECTION 9 Rocky Mountain District Tournament Personnel	6
SECTION 10 Rocky Mountain District Tournament Host	7
SECTION 11 Rocky Mountain District Player Development	9
SECTION 16 Waivers	9

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 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 Annual Guide. In addition, the District Registrar shall be given responsibility for the following duties as a non-voting member of the Rocky Mountain District Council:

1. The District Registrar or their designee shall be responsible for team/player credentials verification. Any appeal to the District Registrars decision must be per the USA Hockey Annual Guide and/or the USA Hockey National Tournament Guidebook for the current playing season.

SECTION 3 District Fees

Fees for the operations of the Rocky Mountain District shall be set at the RMD Meeting held during the USA Hockey Winter Meetings by a majority vote of the District Council.

SECTION 4 Expense Reimbursement

1. Expense Reimbursement - In order to be reimbursed by the District, all reimbursement requests must be in writing and have original receipts attached, where practical.
2. 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 Treasurer. 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.
3. 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 Treasurer. 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 the cash amount on hand.
4. Incurring Expenses - Any expenditure in excess of \$1,000 must be approved by a majority of the District Council.

SECTION 5 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 Treasurer 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 6 Player Eligibility to Participate in Programs Other Than Home Affiliate

Players domiciled in one Rocky Mountain District Affiliate may not participate as a member in any program in another Rocky Mountain District Affiliate unless such player is in good standing with its' home affiliate. It shall be the responsibility of the Association wishing to add a player from outside their affiliate to notify their Affiliate President of any players added that are from another Affiliate.

SECTION 7 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. All invitational ice hockey tournaments held within the Rocky Mountain Hockey District that involve USA Hockey registered teams and/or another amateur hockey federation or association must receive the sanction of the Rocky Mountain District registrar in writing.
3. The conditions for sanction of an ice hockey tournament shall be as outlined and described in the latest edition of the USA Hockey Annual Guide, including the payment of sanction fees as listed in the latest edition of the USA Hockey Annual Guide to USA Hockey.
4. Beginning with the 2021-2022 USAH playing season, in addition to the sanction fee payment to USA Hockey, an application to host an invitational ice hockey tournament in the Rocky Mountain District shall include a tournament sanction fee payment of Fifty Dollars (\$50) payable to the Rocky Mountain Hockey District.
5. 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.
6. 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 payable to USA Hockey, at least 60 days prior to start of the Tournament.

7. All tournament sanction fee payments, payable to RMD (beginning with the 2021-2022 USAH playing season) and USA Hockey, shall accompany tournament sanction application. All tournament sanction applications and tournament sanction fee payments shall be sent to the RMD Registrar.
8. Violation of any of the above rules and procedures will be considered grounds for suspension from USA Hockey of the individuals and/or bodies responsible for such violations. In addition to suspension from USA Hockey, An Affiliate or Association failing to register an Invitational Tournament with the Rocky Mountain District Registrar shall be subject to the following:
 - A. For the first offense, a fine of \$250 shall be imposed. The funds shall be payable to the Rocky Mountain Hockey 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 Tournament(s) at the age division or age divisions offered for that season and the next full season; youth, girls or Senior Women's.

SECTION 8 Rocky Mountain District Tournament

Each year the Rocky Mountain District shall conduct a District Youth Tier I and Girls Tier I and Tier II Championship Tournament to determine the District representatives to the USA Hockey National Championships Tournament. The RMD Championship Tournament shall be conducted in accordance with the applicable sections of the USA Hockey Annual Guide and the USA Hockey "District and National Championship Tournament Guidebook" for that particular season.

1. The Rocky Mountain District Championship Tournament shall begin at least three (3) weeks prior to the start date of that season's USA Hockey National Championship Tournament. The dates of the following season's RMD Championship Tournament shall be set at the RMD Meeting held during the USA Hockey Annual Congress.
2. Each Affiliate shall be entitled to enter one team in each age division (both Youth and Girls). Each Affiliate, with approval from USA Hockey, shall determine how the team that is to represent their Affiliate is determined.
 - A. Each Affiliate shall notify, by email, the District Chairperson or their designated appointee no later than November 15th of the current playing season of their intention to enter a team in that season's RMD Championship Tournament. The notification email shall state **ALL** divisions the Affiliate plans to have a team represent that Affiliate. No Affiliate may enter a team into that season's RMD Championship Tournament after November 15th of the current playing season.
 - B. Each Affiliate shall determine the team that will represent their Affiliate in the RMD Championship Tournament at least fourteen (14) days prior to the start of the Rocky Mountain District Championship Tournament and shall report such team to the Chairperson of the RMD Board of Directors or their designated appointee.
 - C. The RMD Championship Tournament shall have an even number of teams in each age division (both Youth and Girls) whenever possible. If the number of teams in any age division of the Championship Tournament is uneven, the Rocky Mountain District Directors may add/select an additional team (or teams) that is (are) properly registered as Nationally Bound within the same age division and having met all other Championship Tournament requirements.
 - D. Should an additional Youth or Girls team or teams be added to the Tournament at any age division, the team or teams added shall be the highest ranked team(s), not determined as an Affiliate tournament entrant, as listed by My Hockings Rankings fourteen (14) days prior to the start of the Rocky Mountain District Championship

Tournament. Said additional team or teams shall only be eligible to compete in the Tournament if their Affiliate is in compliance with these Policies and Procedures.

E. Any team(s) that has been awarded a USA Hockey National Tournament host slot(s) for that playing season shall be ineligible to participate in the Rocky Mountain District Championship Tournament in the age division(s) that has (have) been awarded for the National Tournament.

3. Each team (Youth and Girls) entered in the RMD Championship Tournament shall pay a tournament entry fee to the Championship Tournament Host no later than seven (7) days prior to the start date of the tournament. The team entry fee shall be determined, on a yearly basis, by the RMD Directors after reviewing the Championship Tournament budget as submitted by the Tournament Host. If a team fails to pay the tournament entry fee, the team is not eligible to participate in the RMD Championship Tournament and an alternate team shall be selected, if possible to fill the void. Should an alternate team not be available, the Affiliate of the team declared to be ineligible shall be responsible to pay the Tournament Host the tournament entry fee plus a Five Hundred Dollar (\$500.00) Host Hotel fee within fourteen (14) days after the conclusion of the RMD Championship Tournament. Any team or teams declared to be ineligible to participate in the RMD Tournament for any reason shall be ineligible to participate in the following season's RMD Championship Tournament.

4. The Tournament Host may not charge a gate fee. All spectators and participants may attend the tournament at no charge.

5. The Rocky Mountain Championship Tournament shall be rotated among affiliates that enter a team in each of the four Youth age divisions (14U, 15 Only, 16U & 18U). An affiliate that meets this requirement having gone the longest without hosting a tournament shall have first priority. For this purpose, this Affiliate will be designated as the oldest affiliate. In the event the oldest affiliate declines, the priority shall pass to the next oldest eligible affiliate. An eligible affiliate shall indicate their interest in hosting the RMD Championship Tournament at the June RMD meeting prior to the season in which they would host the tournament.

6. The Affiliate designated to host the RMD Championship Tournament may host the Tournament as an Affiliate or may select a Host Association within their Affiliate to serve as the Tournament Host. If an Affiliate selects a Host Association within their Affiliate to host the RMD Championship Tournament, the Host Association **DOES NOT** automatically receive any entries of a team or teams into the tournament.

A. The Tournament Host shall appoint a Host Tournament Chair. The Host Tournament Chair shall be responsible for the coordination of the on-site Championship Tournament, meeting the requirements/responsibilities of hosting a District Championship Tournament as outlined in the "USA Hockey District and National Championship Tournament Guidebook" for that particular season, including, but not limited to, securing ice to meet the needs of the tournament, securing lodging for participating teams and securing required on-site medical personnel. The Host Tournament Chair shall also serve as a liaison between the Host and the Tournament Chairperson.

7. All teams entered in the RMD Championship Tournament shall be required to stay in Tournament Host designated hotels/motels.

A. A minimum of 75% of team members and staff on a team roster (1-T) are required to stay in a designated host hotel/motel for the duration of the participation in the tournament and are required to book rooms through the Tournament Host. Any team that does not stay in a designated host hotel/motel shall pay a penalty of \$5,000 to the Rocky Mountain Hockey District.

B. A local team, defined as having their home rink within a 50-mile radius of the tournament rink(s), may choose to commute in lieu of staying in a host designated hotel/motel. Should a local team or teams choose to commute, each commuting team shall pay a \$500 fee to the Tournament Host. Should a local team or teams stay in

a non-designated host hotel/motel, said local team or teams shall pay a penalty of \$5,000 to the Rocky Mountain Hockey District.

SECTION 9 RMD Tournament Personnel:

1. The RMD Championship Tournament shall be organized and conducted by a Tournament Chairperson, who shall be the Chairperson of the RMD Board of Directors or their designated appointee. The Tournament Chairperson shall have oversight of the tournament.

The Tournament Chairperson's or their designated appointee duties shall include, but not be limited to:

- A. Serving as the liaison between the RMD and the National Tournament Committee.
- B. Verifying the adequacy of the tournament venue, any contracts and special arrangements.
- C. Being responsible for all District Championship Tournament game scheduling and sending the District Championship game schedule to the USA Hockey National Tournament Director for review and approval prior to being published to the participants.
- D. Having the authority to alter the format of the RMD District Championship Tournament in the event of any unforeseen circumstance that would impair the operation of the tournament. Any alteration of the RMD District Tournament must be coordinated with the USAH National Tournament Director.
- E. Chairing the Tournament Discipline Committee.
- F. Being the final arbiter for all disputes during the Tournament.
- G. Posting the Championship Tournament results on the RMD website.

2. Tournament Directors: Each RMD tournament shall have at least three (3) Tournament Directors, including the Tournament Chairperson. The RMD Tournament Directors shall be comprised of the current elected Rocky Mountain District Directors. In the event a District Director, or Directors, is not able to attend the District Tournament, the RMD Tournament Chairperson may appoint a Tournament Director. The Tournament Directors shall assist the RMD Tournament Chairperson as necessary in the conduct of the tournament and shall also serve as the Tournament Discipline Committee.

3. RMD Referee-in-Chief: The RMD Referee-in-Chief shall be responsible for assigning the game officials for each of the divisions (Youth and Girls) of the RMD Championship Tournament.

In addition, RMD Referee-in-Chief shall:

- A. Work in cooperation with the Host Affiliate Referee-in-Chief to determine the number of out-of-Affiliate officials needed to staff the tournament.
- B. Determine per game cost of the officials' crews and per diem costs of the officials.
- C. Determine lodging needs/requirements for out-of-Affiliate officials needed to staff the Tournament and coordinate with the Host to meet those needs.

4. RMD Registrar: The RMD Registrar or their designated appointee shall be responsible for ALL credentials verification. The RMD Registrar or their designated appointee shall also be responsible for communicating with the National Tournament Director Chair and the RMD Tournament Chairperson regarding player/team qualifications

and credentials. For detailed credentials requirements see the applicable sections of the USAH Annual Guide and the USA Hockey “District and National Championship Tournament Guidebook” for that particular season.

SECTION 10 RMD Tournament Host:

1. The RMD Tournament Host shall be responsible for securing and providing all ice needed for the RMD Championship Tournament at a tournament approved location or locations. The RMD Championship Tournament Chairperson, or their designated appointee, shall notify the Tournament Host Chairperson of the ice needs no later than December 1st of the current playing season.
2. The RMD Tournament Host shall send the RMD Championship Tournament Chairperson, or their designated appointee, ice slots conforming to the needs of the Tournament no later than January 15th. The RMD Championship Tournament Chairperson, or their designated appointee, shall be responsible for the actual scheduling of the games to be played during the RMD Championship Tournament.
3. The RMD Tournament Host shall be responsible for securing and providing a space of sufficient size to accommodate a Championship Tournament Opening Meeting prior to the start of the Championship Tournament.
4. The RMD Tournament Host shall provide a “Hospitality Room” for Tournament Staff, on and off-ice officials, including referee supervisors, and Tournament personnel at each ice venue. The “Hospitality Room” shall be provided with food, snacks and drinks during the course of the Championship Tournament.
5. The RMD Tournament Host shall provide on-site medical personnel as required by the USA Hockey “District and National Championship Tournament Guidebook” for that particular season.
6. The RMD Tournament Host shall prepare a Championship Tournament budget to support the Championship Tournament entry fee the Tournament Host has determined/proposed. The Tournament budget, including the proposed entry fee for participating teams, shall be submitted to each of the RMD Council members, prior to the start of the USAH Winter Meetings for review and approval. Should a Tournament budget and proposed Tournament entry fee not be submitted to the RMD Council members prior to the USAH Winter Meetings, the RMD Directors shall have the right to establish a Tournament entry fee.
7. The RMD Tournament Host shall, at their cost, provide hotel rooms, the number to be determined by the RMD Referee-in-Chief, but not to exceed fourteen (14), for the RMD Referee-in-Chief, Refereeing Supervisors and out-of-affiliate game officials assigned to the Championship Tournament. Said hotels rooms shall be located in a Hotel that is **NOT** a designated Team Hotel for any team participating in the Tournament. The Tournament Host shall coordinate the location of the hotel rooms described above with the RMD Referee-in Chief prior to securing any rooms.
8. The RMD shall provide a hotel room and meal expenses for each Tournament Director and the RMD Registrar (when attending).
9. The RMD Tournament Host shall pay all refereeing officials game costs and per diem expenses. The per game costs and the per diem expenses, as well as the number of hotel rooms needed for on-ice game officials and refereeing supervisors shall be determined by the RMD Referee-in-Chief and forwarded to the Tournament Host no later than December 31st of the current playing season. The Tournament Host shall make payment for the above to the Rocky Mountain District when invoiced.
10. The RMD Tournament Host shall arrange for tournament host hotels/motels for all RMD District Championship Tournament participating teams and staff. Room blocks at designated host hotels/motels shall remain available for teams to book rooms until sold out or until seven (7) days prior to the start of the tournament, at which point the room blocks may be released.

10. The RMD Tournament Host shall follow all other requirements of the USA Hockey “District and National Championship Tournament Guidebook” for that particular season not noted above.
11. The RMD Tournament Host shall prepare a RMD District Championship Tournament handbook for use by the teams participating in the tournament. The handbook shall be sent to teams entered in the Tournament within 48 hours after the team has entered the tournament.

The RMD District Championship Tournament handbook shall include, but not be limited, to the following:

- A. General tournament information, coaches meeting, credentials review, etc.
- B. Tournament contacts
- C. Games schedule
- D. Credentials requirements
- E. Hotel information (Identify designated tournament hotels and contact information)
- F. Team entry and roster forms and team photo requirement with timeframe for team to return requested information.
- G. Directions to rink(s)

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 District Directors, the Youth Council representative (if not a District Director), the District Registrar and an at-large representative to be appointed by the District Council. The District Council Chair shall serve as the Chair of this Committee.
3. The Player Development Committee shall appoint a Director or Directors for each District Development Camp or District sponsored team. The appointed Director/Directors shall be responsible for the timing and format of all events relating to their Camp or team as well as the selection of the venue and the timing of the event. The Director shall also be responsible for all budgeting and accounting for their event and shall issue a final report on the conduct of their event, including but not limited to finances, to the District Council at the next District Council meeting following the conclusion of their event.
4. Beginning in 2023, the Western Regional High-Performance Camp (WRHPC) for 14 year old males, shall, through Rocky Mountain District Hockey, Inc., assess each RMD Affiliate a maximum of Fifty (\$50.00) Dollars per player that attends the Camp from that Affiliate.
5. The RMD Treasurer shall send an invoice to each RMD Affiliate President and/or Treasurer that has a player or players attend the WRHPC within thirty (30) days from the conclusion of the Camp.
6. Any RMD Affiliate that does not respond and pay the invoice (payable to Rocky Mountain Hockey District, Inc.) within thirty (30) days from the date of invoice shall forfeit that RMD Affiliate’s allotment of players eligible to attend the next season’s WRHPC.

SECTION 12 Waivers

Waivers or exceptions to any of the policies and procedures may be addressed to the District Council. A 2/3 majority of the voting members of the District Council is required to approve any waiver request.