

Atlantic Hockey Federation



2021-22 Handbook

Twitter: [@AHFederation](https://twitter.com/AHFederation)
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Contact Information and Key Dates

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Please copy your hockey director on communication to AHF officers!

AHF Important Upcoming Dates

July 20th: Loose game schedules finalized

August 10th: Deadline for T-1 rosters and headshots input by team managers to GameSheet

August 15th: 2021-22 AAU membership registration opens for 2021-22 full-ice mites

August 27th: First showcase for U10 – U18

October 1st: First showcase for full-ice mites



League Rules

Rostering

1. The League will be using the GameSheet, Inc. app (iPad based scoring). Rosters will be uploaded by League Members / team managers. The team manager for each league Member will have to gather the rosters for their team and submit the USAH rosters and input the rosters directly into GameSheet and include headshots and required player info.
2. League Members must provide an approved USA Hockey roster (1 – T) by August 10. Only properly USAH certified players and coaches will be allowed to participate in any AHF games. Per USAH rules, all team personnel must be screened and compliant with USAH's SafeSport program.
3. League Members will be required to input its roster information into GameSheet including all required input fields and headshots by August 10.
4. Any player not listed as active on the League Member team USA Hockey roster and on the AHF roster website 24 hours prior to a game will be ineligible to participate in a league game. Failure to comply with this rule will result in a forfeit by the offending League Member team.
5. If a player is added or dropped from a USAH roster the League Member must provide the latest USAH approved roster to the AHF staff and they must update the AHF roster system.
6. Rosters will be frozen on December 31st.
7. Waiver: All players and coaches must sign the waiver before competing. Players at Black Bear rinks signed the waiver as a part of youth hockey registration. Guest teams and non-Black Bear clubs click [HERE](#).

Game Day Operations

1. **Rules:** Rules of play, except as noted below, shall follow the current USA Hockey Rulebook.
2. **Staffing and Scoring:** The home team must provide two volunteers at showcases and loose games to handle the clock and the score keeping duties. The scorekeeping must be done on an iPad using Game Sheet – no paper scoresheets will be allowed. Member clubs shall have iPads available.
 - a. The scorekeeper must provide on-ice officials with a copy of the official score sheet / image immediately after the conclusion of a league game for their final approval as well as both coaches.
 - b. The scoresheet will automatically upload to the AHF website and standings once the iPad is connected to wi-fi. Please connect to wifi after each game if there is no signal in the scoreboard.
3. **Warm-ups:** Warm up time will be 3 minutes for all levels.
4. **Game times:** Game times for 10U and 12U games will be 3 - 15-minute periods and the ice slot must be a minimum of 80 minutes of on ice time (90 minutes including the ice cut at the end of the game). Game times for 14U games will be 3 – 16 minute periods and the ice slot must be a minimum of 90 minutes of on ice time (100 minutes including the ice cut at the end of the game). Game times for 15U, 16U and 18U games will be 3 – 17 minute periods and the ice slot must be a minimum of 100 minutes of on ice time(110 minutes including the ice cut at the end of the game).
5. **Officials:** Two (2) on ice officials will be scheduled for every league game. If no referee is able to officiate the game, the most qualified linesman will serve as referee for the game.
6. **Regular Season Overtime:**
 - a. A regular season showcase or non-showcase game remaining tied after the final regulation period will proceed to a shootout and penalty shot rules will apply. Each team will select three (3) shooters. The visiting team will shoot first alternating with the home team until all six (6) shooters have had a turn. The team that scores the most goals during the shootout will be declared the winner. If the score remains tied after six (6) shooters, the teams will continue to alternate shooters in a sudden death shootout format until one team scores and the other does not declaring the scoring team the winner. Teams may use the same shooter during the sudden death shootout but must use three separate



shooters for the first three rounds. A player whose penalty has not expired before the end of an overtime period is ineligible for the shootout and sudden death shootout.

Loose Game Confirmations

Team managers of loose game opponents should email no later than one week in advance to confirm loose games. Refer to the team manager contact list.

Discipline / Suspensions

All discipline and suspensions are handled by the Commissioner in his sole discretion. Any suspensions during AHF league play must be served on the next AHF game, regardless if non-AHF games are played in between and the player is forced to sit out game(s) in his or her primary league.

SafeSport

The AHF follows the USA Hockey SafeSport guidelines for its events and members. Per USA Hockey policy, all rostered players, coaches and volunteers must be screened with an active USA Hockey membership and SafeSport certification. All SafeSport incidents will be handled in conjunction with USA Hockey or the event's governing body.

Parent and Spectator Behavior

The AHF abides by USA Hockey's Zero Tolerance Policy. The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include but not be limited to:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Refunds and Cancellations

AHF event registration and memberships are non-refundable and non-cancellable. All sales are final.



Playoff Format

Dates and Locations:

Playoffs for U14AA, U16AA and U18AA: January 14th-17th @ Northeast Skate Zone in Philadelphia, PA (overflow at the Igloo at Mt. Laurel / Grundy Arena if necessary)

Playoffs for all other levels: March 4-6 and/or March 11-13 Location TBD (dates will not conflict with primary league playoffs) Location TBD

Formats:

All AHF members playing 16 games will be eligible for playoffs. All age groups and levels will have playoffs.

- For divisions with seven (7) or less teams: Four (4) teams will qualify for playoffs.
 - In the four-team scenario, all four teams will play each other in round-robin format with the top two teams advancing to a championship game.
- For divisions with eight (8) or more teams: Six (6) teams will qualify for playoffs.
 - In a six-team playoff format, each team will play three games as follows with the top two teams advancing to a championship game:

#1 seed vs. #6 seed, #1 seed vs. #5 seed, #1 seed vs. #4 seed

#2 seed vs. #5 seed, #2 seed vs. #4 seed, #2 seed vs. #6 seed

#3 seed vs. #4 seed, #3 seed vs. #6 seed, #3 seed vs. #5 seed

A point system will be used with 2 points awarded for a win, 1 point for a shootout loss and no points for a loss that occurs during regulation time. In the event of a tie-break in points to advance to the championship game, tie-breakers shall be: 1) fewest goals allowed in playoffs, then 2) goal differential in playoffs, and then 3) most goals for in playoffs. If teams are still tied, a single coin flip with the home team making the call shall determine which team advances to the championship game.

Overtime / Shootout Format: All league playoff games remaining tied at the end of the third period will be decided by a 5-minute 3v3 sudden death overtime. If the playoff game is still tied at the end of overtime, the game will proceed to a shootout and penalty shot rules will apply. The shootout format will be as follows:

Each team will select three (3) shooters. The visiting team will shoot first alternating with the home team until all six (6) shooters have had a turn. The team that scores the most goals during the shootout will be declared the winner. If the score remains tied after six (6) shooters, the teams will continue to alternate shooters in a sudden death shootout format until one team scores and the other does not declaring the scoring team the winner. Teams may use the same shooter during the sudden death shootout but must use three separate shooters for the first three rounds.

Consolation games: None.



Team Roster Input and Game Sheet Instructions

For general information frequently asked questions for Game Sheet, please visit the following links:

Account Management: <https://help.gamesheet.app/category/48-account-management>

Training Videos: <https://help.gamesheet.app/article/29-training-videos>

1. **Installing the App:** Download the GameSheet app by opening the “GameSheet” app through your web browser on your iPad. https://www.youtube.com/watch?v=-QDae4l8dzE&ab_channel=GameSheetInc
2. **Create Account:** Create an account by going to <https://gamesheet.app/account/new> and completing the registration form. <https://help.gamesheet.app/article/28-team-user-invitation-email-template>
 - a) You will need your Team’s Invitation Code — which has been shared. If you don’t have it, please contact the Commissioner or Deputy Commissioner. You may share this Invitation Code with others that you want to be able to view completed score sheets, and or manage your team's roster.
 - b) **If you already have an account, you can update it to include this new team by clicking on your name in the top right corner of the Dashboard and then Accept Invitation.**
3. **Logging into the App:** Your login into the iPad with your access key which will be provided by the AHF https://www.youtube.com/watch?v=aV-AZbCAzJ0&ab_channel=GameSheetInc
4. **Starting New Game On Game Day:** Once you are logged in you will select the game tab. You will then select the current season.
 - a) You will then select the away team’s division and team you are playing. You will repeat this process for the home team as well.
 - b) Then you select the game date and add the time. After this press the Create button and the roster will already be there for the game and won’t need to be input manually.
https://www.youtube.com/watch?v=8qJ70wzCI9M&ab_channel=GameSheetInc
5. **Selecting Starting Goalie:** After you have created the game, the rosters and game details will pop up. After this you will click on the visiting team roster and choose the starting goalie. Repeat the process for the home team roster. After you have done this, you will then need to sign your name.
https://www.youtube.com/watch?v=u0_1EYTVkHI&ab_channel=GameSheetInc
6. **Editing A Roster:** If you have players sitting out, or are serving suspension: click on the players “Status” which will give you the options of selecting “Playing, Sitting out, Suspended.” If you edit a suspended player you will need to say they are serving 1/1 or 1 / 2. The same process can be applied



to the coaches. If the Head Coach isn't at the game you will need to select a new head coach for the team. https://www.youtube.com/watch?v=UG14SiT0eIg&ab_channel=GameSheetInc
https://www.youtube.com/watch?v=6ClvXmQ4Fb4&ab_channel=GameSheetInc

7. Edit Player:

- a) Select the Team Roster page
- b) Click / Tap on the name of the player you'd like to update. This will engage the edit mode
- c) With edit mode now engaged, click / tap on the field you want to change.
- d) Make the desired changes
- e) Click / Tap the "Save" button

8. Player Attributes & Photo Headshots: Player pictures are **mandatory** for all teams. Player pictures are due to be uploaded by August 10th. Players need to look professional for the pictures. Also, a player's profile must include all attributes beyond just their name and jersey number. Attributes such as player weight, height, age, etc. are set in the Dashboard and these attributes will be displayed.

- a) Player attributes and photo headshots can be edited by clicking on "Actions" and then "Extended Player Attributes"

<https://help.gamesheet.app/article/30-roster-management>

<https://help.gamesheet.app/article/32-extended-player-attributes>

9. Changing a Jersey Number, Position, or Duty: If a player forgets his jersey you can select his number on the roster and change it to whatever it may be for that game. It will have the options to select for changing it "permanently" or "This game only". You may also select "duty" next to a player's name and make them the captain if your team has one.

https://www.youtube.com/watch?v=OtXsbIfVkc0&ab_channel=GameSheetInc

10. Coaches Signature: You will need the coaches electronic signature on the iPad by clicking the blue pen squiggle and then they will be able to sign with their finger.

https://www.youtube.com/watch?v=qx-e3n7ajjE&ab_channel=GameSheetInc

11. Adding Coach or Player: If you need to add a player at the bottom of the roster when you're on the game page you can select "+add player". You can do the same thing for Coaches. No players may be added after August 10. Only the league office may add players after August 10 submitted with the Add/Drop form attached to this document.

https://www.youtube.com/watch?v=zwUqZi5UcQI&ab_channel=GameSheetInc

12. Error on Roster Page: If all the coaches and team manager have not signed the iPad it will show there is an error. You can click on the error and it will tell you what the problem is.

https://www.youtube.com/watch?v=SGkQpby8rDI&ab_channel=GameSheetInc



13. **Scoring Page:** Once you have gotten all the signatures and added the rosters. You will then be sent to the scoring page. This is where you enter goals, penalties, and can add shots as well. You will be able to change the period at the top of the scoring page. You can also change the goalies if there is a goalie change. If a team pulls a goalie you touch change goalie as well and it will have the option to type when the goalie was pulled that way it won't hurt goalie's stats.
https://www.youtube.com/watch?v=3OPTWXUIkn0&ab_channel=GameSheetInc
https://www.youtube.com/watch?v=ftRYRQHvFIE&ab_channel=GameSheetInc
14. **Adding a Goal:** You will touch "Add Goal" for the team that scores. Then you will need to
 - a. type the time of the goal,
 - b. person who scored the goal,
 - c. add any assist. If there is only one assist then you can touch away from that area and it will disappear.https://www.youtube.com/watch?v=6QXV5n1cCpE&ab_channel=GameSheetInc
15. **Adding a Penalty:** You will touch "Add Penalty" just as you would with "Add Goal".
 - a. type the time of the penalty
 - b. duration of the penalty
 - c. select the type of penalty
 - d. select the player
 - e. Type the on time when the player returns to playhttps://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc
16. **Script Feature:** the megaphone underneath the script will give you a written version of the goal or penalty to read from.
https://www.youtube.com/watch?v=yeXnL_Q_Wvk&ab_channel=GameSheetInc
17. **Add in a Game Misconduct Penalty:** You will follow the same steps for penalty. When selecting the penalty, all of the types of "Game Misconduct Penalties" will be available to choose from.
https://www.youtube.com/watch?v=OXslP5bQQJY&ab_channel=GameSheetInc
18. **Deleting a Mistake:** If you make a mistake when adding a goal or penalty swipe left on the goal or penalty. After this a delete button will appear on the right side of your goal or penalty. Then click delete. https://www.youtube.com/watch?v=O7M83SGwB7A&ab_channel=GameSheetInc
19. **Ending A Game:** Once the game is completed click "End Game" in the top right hand corner.
https://www.youtube.com/watch?v=-kVZ_gX4_IA&ab_channel=GameSheetInc
20. **Uploading the Game:** After you have clicked the end game. It will take you to the refs page. After they sign it they click the top the left hand corner to lock the game. Which will take you to the upload screen.
https://www.youtube.com/watch?v=nTUMmWibMsQ&ab_channel=GameSheetInc
21. **Sending Feedback:** on the homepage of the GameSheet app in the top right-hand corner there is a gear mechanism that will give you the options for:
 - a. How - to Videos
 - b. Send Feedback



- c. Contact Support: use this if you are having trouble uploading the games or something isn't working.
- d. Logout

https://www.youtube.com/watch?v=Mcw96BPJikY&ab_channel=GameSheetInc

22. Coaches and Managers Review of GameSheet :

https://www.youtube.com/watch?v=_NVRJoIsHGM&ab_channel=GameSheetInc

https://www.youtube.com/watch?v=75Btgn0FSJo&ab_channel=GameSheetInc

23. Game Sheet Trailer:

https://www.youtube.com/watch?v=6VMNULCyTJw&ab_channel=GameSheetInc

**Event Schedule and Locations**

Opening AHF Showcase August 27th-29th		
Date	Rinks/Location	Level
8/27-8/29	Ice Line(West Chester,Pa)	U18AA, U16AA, & U15AA
8/27-8/29	Pro-Skate(Monmouth Junction,NJ)	U18A
8/27-8/29	Northeast Skate Zone(Philadelphia,PA) / Grundy Ice Arena (Bristol,PA)	U16A
8/27-8/29	Bucks County Ice Sports Center(Warminster,PA) / Revolution Ice Gardens (Warminster,PA)	U14AA & U14B
8/27-8/29	Hollydell Ice Arena(Sewell,NJ) / Igloo Ice Skating Rink(Mount Laurel,NJ)	U14A, U13AA, & U12B
8/27-8/29	Ice Vault(Wayne,NJ)	U12AA & U10AA
8/27-8/29	Rockville Ice Arena(Rockville,MD)	U12A
8/27-8/29	Jersey Shore Arena(Wall Township,NJ)	U10A
8/27-8/29	Patriot Ice Center (Newark,DE)	U10B

Midget Showcase #2 September 24th - 26th		
Date	Rinks/Location	Level
9/24-9/26	Bucks County Ice Sports Center(Warminster,PA) / Revolution Ice Gardens(Warminster,PA)	U18AA
9/24-9/26	Igloo Ice Skating Rink(Mount Laurel,NJ)	U18A
9/24-9/26	Ice Line (West Chester,PA)	U16AA
9/24-9/26	Jersey Shore Arena(Wall Township,NJ) / Howell Ice Arena(Farmingdale,NJ)	U16A
9/24-9/26	Patriot Ice Center (Newark,DE)	U15AA

Squirt & Mite Showcase #2 October 1st - 3rd		
Date	Rinks/Location	Level
10/1 - 10/3	Bridgewater Sports Arena(Bridgewater,NJ)	U10AA
10/1 - 10/3	Hollydell Ice Arena(Sewell,NJ) / Igloo at Mt. Laurel (Mt. Laurel, NJ) / Pennsauken Skate Zone(Pennsauken,NJ)	U10A
10/1 - 10/3	Grundy Ice Arena (Bristol,PA) / Northeast Skate Zone (Philadelphia,PA)	U10B
10/1 - 10/3	Jersey Shore Arena (Wall Township,NJ)	Mite Adv & Mite A
10/1 - 10/3	Revolution Ice Gardens(Warminster,PA) / Bucks County Ice Sports Center(Warminster,PA)	Mite B

Bantam & PeeWee Showcase #2 October 22nd-24th		
Date	Rinks/Location	Level
10/22-10/24	Grundy Ice Arena (Bristol,PA) / Northeast Skate Zone(Philadelphia,PA)	U14AA
10/22-10/24	Jersey Shore Arena(Wall Township,NJ)	U14A
10/22-10/24	Pro Skate(Monmouth Junction,NJ) / Ice Land Skating Center (Hamilton Twp, NJ)	U14B
10/22-10/24	Grundy Ice Arena (Bristol,PA) / Northeast Skate Zone (Philadelphia,PA)	13AA
10/22-10/24	Revolution Ice Gardens(Warminster,PA) / Bucks County Ice Sports Center(Warminster,PA)	U12AA
10/22-10/24	Igloo Ice Skating Rink(Mt. Laurel,NJ) / Pennsauken Skate Zone(Pennsauken,NJ) / Atlantic City Skate Zone(Atlantic City,NJ)	U12A
10/22-10/24	Skylands Ice World (Stockholm,NJ) / Aspen Ice (Randolph,NJ)	U12B

Mite Showcase #2 November 5th-7th		
Date	Rinks/Location	Level
11/5-11/7	Twin Ponds East (Harrisburg, PA) / York Ice Arena (York, PA)	All Mites

Playoffs		
Date	Rinks/Location	Level
1/14-1/17	Northeast Skate Zone(Philadelphia,PA)	U18AA, U16AA, U14AA
3/4-3/6	Locations TBD ¹⁰	Levels TBD*
3/11-3/13	Locations TBD	Levels TBD*

*Levels TBD to not conflict with primary league playoffs. Dates will be released ASAP.



Hotel Recommendations

AHF events are NOT stay-to-play. Members have the flexibility to choose hotels at their discretion. If you would like suggestions, please refer the AHF hotel web page for a list of recommended hotels that are near our host sites.

Link: <https://atlantichockeyfederation.com/hotel-partners/>

****For U10A Teams (August 27-29 Weekend at the Jersey Shore Ice Arena)****

Increased beach demand has caused high prices for hotels. Teams should seek to stay west of the rink (closer to I-95) to avoid high prices.

Cranbury, NJ and Freehold, NJ are moderately priced areas with many hotels that under 25 miles from the Jersey Shore Ice Arena.



Full Ice Mite Information and Instruction for AAU

Full-Ice Mites Program Overview

1. Structure: 16 game AHF schedule plus AHF playoffs in March for qualifying teams
 - a. Three levels: Mite Advanced (for dedicated full-ice mite teams), Mite A and Mite B (**you can put multiple teams in the same level e.g. you can declare 1 A team and 2 B teams**).
2. All games sanctioned by AAU; much like USA Hockey, all players **MUST** be registered and on the AAU club roster in order to be eligible to play at any AAU Event.
3. AAU registration process (below).

Full-Ice Mite AAU Registration Information

All players and coaches must register with AAU by signing up for a “Level 2 AB membership.” Wait for the new season membership starting September 1st, 2021 through August 31, 2022 to register. Memberships for next season on the AAU site **will be available starting August 15th** (link below).

Steps to signing up:

1. Players must affiliate with your rink / club. Your hockey director will supply you with your organizations unique AAU club code.
2. Once you have your club code [sign up for a membership](#) (must be “Level 2 AB” membership) and join the club by selecting “Youth Athlete.”
3. Continue to the payment page and enter in payment information.
4. Once you get your player membership, put your club code in the box and it will link your membership with the club started by your hockey director.
5. Coaches and volunteers must sign up for a membership and select “Non-Athlete”

Hyperlink for player, coach and volunteer registration:

<https://aau.rsportz.com/pages/hockey-memberships>



Exhibit A: Add-Drop Form

2021-2022 AHF ROSTER CHANGE / ADD-DROP FORM ALL DIVISIONS

PLEASE E-MAIL TO Deputy Commissioner Ryan Sete ryan@atlantichockeyfederation.com

****This form must be e-mailed 24 hours before the game to qualify for a legal roster change****
Call Ryan Sete With Any Questions At 517-581-4890

DATE: _____
TEAM/CLUB: _____ **LEVEL** _____
DIVISION: _____

PLAYERS TO ADD TO TEAM:

#1 PLAYER NAME _____ **BIRTH YEAR** _____
HOME TOWN _____ **STATE** _____
POSITION _____ **JERSEY #** _____ **SHOT L/R:** _____
HEIGHT _____ **WEIGHT** _____

#2 PLAYER NAME _____ **BIRTH YEAR** _____
HOME TOWN _____ **STATE** _____
POSITION _____ **JERSEY #** _____ **SHOT L/R:** _____
HEIGHT _____ **WEIGHT** _____

#3 PLAYER NAME _____ **BIRTH YEAR** _____
HOME TOWN _____ **STATE** _____
POSITION _____ **JERSEY #** _____ **SHOT L/R:** _____
HEIGHT _____ **WEIGHT** _____

PLAYERS TO DROP FROM TEAM:

#1 DROP: PLAYER NAME _____ **TEAM** _____
#2 DROP: PLAYER NAME _____ **TEAM** _____
#3 DROP: PLAYER NAME _____ **TEAM** _____

NOTE: Please use a separate form for every three adds. Please make sure you follow your USAH affiliate's registration policies as well to keep team's T-1 roster in compliance.



Exhibit B: Team Manager Contact List

See attached