

MID-WEST AMATEUR HOCKEY ASSOCIATION

POLICIES & PROCEDURES

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Mission Statement

The Midwest Amateur Hockey Association (MWAHA) is a not-for profit Affiliate of USA Hockey, Inc. with the primary purpose of providing leadership and initiatives to promote the great game of ice hockey in our area communities. The MWAHA will nurture a positive experience for members by overseeing, organizing, and developing hockey programs for all ages through the development of coaches, officials and volunteers to carry out the articulated objectives of our members. We are accountable to protect and serve our members and to place the players and the game in the forefront. Never losing focus of our core values: Sportsmanship...Respect for the Individual...Integrity...Pursuit of Excellence at the Individual, Team and Organizational Level...Enjoyment...Loyalty...Teamwork.
Promoting a safe positive experience, community pride and involvement for all.

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Association Agreement with MWAHA Policy – The Association Agreement with MWAHA is available on the MWAHA website and must be signed by the current Association President and forwarded to the MWAHA Compliance Officer annually.

Association Application Policy – New associations must request association status at the Annual Meeting or a Special Meeting and be approved by a simple majority of the Board of Directors. The new association must be willing to sign the association agreement and abide by the ongoing compliance requirements. Associations that operate a youth program must be a Not-For-Profit organization, Adult only associations can be either For-Profit or Not-For-Profit. Tier 1 National Bound Programs must establish a separate youth association in accordance with USA Hockey Bylaws and the MWAHA youth association requirements. Teams allowed within the Tier 1 Association will be limited to the age levels that participate in the USA Hockey Tier 1 National Championships.

Association Application Procedure

- 1) All individual teams and other groups wanting to have registration capability or association status must submit a written request to the MWAHA Affiliate at least 45 days in advance of any MWAHA Board meeting.
- 2) At the Annual Board meeting, the MWAHA Board of Directors will formally approve, deny or modify the request.
- 3) Any teams or groups not approved will need to request registration through a recognized association that is in good standing and fall under the jurisdiction of that association.
- 4) Groups requesting association status will need to receive a majority vote from the MWAHA Board of Directors.
- 5) If an association does not offer a specific program the group wanting to register with USA Hockey should still register through the local Association. The local Association can set an additional fee for registration not to exceed \$5 per player. This is intended to cover association expenses only.
- 6) If registration is deemed not practical through the local association then the group should write the MWAHA Affiliate President requesting permission to register directly through the Affiliate. All requests must be approved by a majority vote of the MWAHA Executive Council. The Executive Council will become the immediate governing body for these teams / groups. The intent of this provision is for teams that represent the Affiliate as a whole.
- 7) The requirement for approval will be as follows;
 - Agreement to sign the Association agreement between the MWAHA Affiliate and the Association and provide documentation in the form of:
 - o Not for profit organizations must submit bylaws and proof of 501c3 status, or application submitted.
 - o Other organizations must submit their policies governing the operation of Association / Organization.
 - o Bylaws, procedures or rules must outline how the Association will allow each team to be represented by their MWAHA Affiliate Representative.
 - o Provide names of people filling the positions outlined in the Association Agreement.

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- o Identify a facility from which the Association will operate that does not already have an association operating from that facility. The exception is that a Youth Association may coexist in one facility with a Disabled Hockey Association and an Adult Only Association.
- o Documentation must specify the types of teams that the association plans to operate and be willing to operate if the interest would justify the formation. Categories include but are not limited to: Youth House League, Youth Travel, Adult House League, Adult Travel, Women's House League, Women's Travel

Association Attendance at Board Meetings Policy - Associations unable to attend the Annual Meeting must notify the Affiliate President in writing. Associations will be subject to a \$250 fine for the first offense, \$500 for a 2nd consecutive offense, and \$1000 for a 3rd consecutive offense. After the third offense, the association is no longer eligible to field teams for National Level Tournaments.

Association Compliance Policy

1) Youth Associations:

- a. A copy of association bylaws must be on file with the MWAHA Compliance Officer
- b. Board of Directors must govern all association activities
- c. Officers must include:
 - President
 - Vice President
 - Secretary
 - Treasurer
- d. The controlling majority of officers must be elected by a democratic, secret ballot, election of the USA Hockey members of the association.
- e. No less than one annual meeting must be held for the purpose of electing the officers.
- f. The association must have a procedure for the removal of an officer in the event the officer(s) is not performing his / her responsibilities.
- g. Additional positions that may be voting or non-voting, appointed or elected include:
 - Risk Manager
 - Registrar
 - Referee-In-Chief
 - Coaching Director
 - MWAHA Director
 - SafeSport Administrator
- h. Not-for-Profit Associations must provide an up to date copy of their 501C approval or a copy of the 501C application (if in progress). The Affiliate may request copies of tax returns, form 990, and other related IRS documents required to verify the association status.
- i. Associations must provide a disclosure of association financials to the MWAHA and the disclosure must also be made available to the association's membership.
- j. Screening of individuals must be completed in accordance with USA Hockey requirements.

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- k. A copy of the Association Agreement with MWAHA must be on file with MWAHA
- l. The MWAHA website must be updated, with contact information for the required officers and appointments.
- m. Each association must elect or appoint a MWAHA Director, or their duly appointed alternate, who must participate in the MWAHA Annual Meeting or Special Meetings. The Director will have the authority to vote the associations' member votes at MWAHA meetings.
- n. Each association must have a home arena(s) from which to operate their designated activities.

2) Adult Only Associations:

- a. A copy of association bylaws must be on file with the MWAHA Compliance Officer
- b. The association must appoint or elect at least 3 different individuals to manage the association including:
- c. Registrar
- d. MWAHA Director
- e. Discipline Chair
- f. Not for Profit Associations must provide a copy of their current 501C approval or application
- g. For Profit Associations must provide a disclosure of association financials to MWAHA and the association's membership. At a minimum the financial statement should include three line items; gross income, expense for ice costs and expense for referees.
- h. A copy of the Association Agreement with MWAHA must be on file
- i. The MWAHA website must be updated, with contact information for the required positions.
- j. Attendance at the MWAHA Annual Meeting or special meetings is not required. If in attendance, the Director will have the authority to vote on behalf of the association's membership.
- k. Each association must have a home arena(s) from which to operate their designated activities.

Audit of MWAHA Financial Reports Policy - an audit committee of three individuals, at least 2 from the MWAHA Board, will review the MWAHA's financial reporting at least once per year. The committee must report to the MWAHA Board at the Annual Meeting.

Asset Capitalization Policy – Assets in excess of \$1000 will be capitalized.

Coaching Requirements – Coaches are required to meet all the requirements as listed in the USA Hockey Annual Guide. Coaches that do not meet all these requirements will not be allowed to coach after specified deadline dates.

Coach Helmet Policy - The local association Directors and Board members are responsible to enforce the need to wear a helmet. The coaches 1st failure to comply will result in a 30-day suspension from all activities involving USA Hockey registered programs. The 2nd offense requires a hearing by the local association with a suspension of no less than 30 days and a maximum of 1 year. Associations failing to enforce the rule will be subject to a \$500 fine or disqualification from the MWL and MWAHA Championships.

Code of Conduct Forms- refer to the MWAHA website for the forms

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Complaints, Rules & Ethics Policy

- 1) The USA Hockey Annual Guide, the USA Hockey Rule Book and the Safe Sport Program Handbook define the various policies, procedures and processes for dispute resolution.
- 2) This MWAHA Policy and Procedure is intended to supplement the USA Hockey Guide, USA Hockey Rule Book and SafeSport Program Handbook.
- 3) When possible all matters should be dealt with by the governing body closest to the issue, providing the governing body has appropriate procedures in place, therefore:
 - a. Association Level - situations where all individuals or teams are within the local association
 - b. League Level - situations involving individuals or teams and the situation is entirely within scheduled League events. Leagues that are deemed responsible for their matters are sanctioned by the Affiliate and will be posted to the MWAHA website.
 - c. Affiliate Level - Situations not within the jurisdiction of the Association or League will be handled by the MWAHA committees comprised of impartial individuals, none of which hold a position on the MWAHA Executive Council. The investigator will be a person familiar with the type of issue and when possible, not a voting member of the MWAHA Executive Council.
- 4) Playing Rules violations will be assigned to either a local association, Sanctioned League or the MWAHA Rules Committee. All Match penalties will be assigned to the MWAHA Rules Committee unless stated otherwise on the MWAHA website.
- 5) Complaints and Ethics Violations must be submitted to the MWAHA SafeSport Coordinator.
- 6) Complaints, Ethics and SafeSport Violations – The MWAHA SafeSport Coordinator will review violations and consult with and assign violations to the appropriate governing body. The appropriate governing body may thereafter appoint a committee to hear the violation. Violations assigned to the MWAHA will be assigned to a MWAHA Committee. Some SafeSport violations may be assigned to the US Center for SafeSport (USCSS) following the procedures set forth by USA Hockey.
- 7) Appeals regarding a hearing decision by an association, league, or a MWAHA Committee will go to the MWAHA Executive Council. If the appeal involves the MWAHA Executive Council or a committee which acted on their behalf, the appeal will go to USA Hockey. All appeals are subject to a \$250 nonrefundable fee. The committee will either hold a hearing when appropriate or review all information and advise the individuals involved regarding their decision(s). Individuals, teams or organizations have the opportunity to appeal the decision.
- 8) In some cases a Summary Suspension may be used; Appeals of a Summary Suspension will go to the governing body that imposed the suspension.
- 9) All Association or League disciplinary decisions must be reported to the MWAHA Executive Council and are subject to review which may include remand or rehearing.

Concussion Policy

- 1) A youth ice hockey player may not participate in any game or practice session unless such player and the player's parent or guardian have signed, and returned to the player's association, a concussion and head injury information form. Concussion forms must be signed annually and kept on file for the duration of their membership as a participant.
- 2) If a youth ice hockey player suffers, or is suspected of having suffered a concussion or head injury during a game or practice session, the player: (1) must be immediately removed from the game or practice session and

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- (2) may not again participate in practices or games until a health care provider has evaluated the player and provided a written clearance for the player to return to practices and games. The MWAHA recommends that the player should not be cleared to practice or play games the same day the concussion consistent sign, symptom or behavior was observed.
- 3) All MWAHA associations are strongly encouraged to implement a baseline testing program to establish a benchmark for a player's normally functioning pre-injury brain activities to assist health care providers in assessing when a player may be cleared to return to games or practices

Conflicts of Interest Policy – All Board members, Directors and Officers will be required to declare if anyone in their immediate family has a financial interest in a company that provides services to the MWAHA.

Conflicts of Interest Procedure – All Board members, Directors and Officers must complete the Conflict of Interest Form and submit to the Compliance Officer at least once per year prior to the Annual Meeting or a Special Meeting. Any potential conflict of interest will be reviewed by the Executive Council and the individual advised regarding their status.

Discipline – Coach Credentials Policy – Failure to be in compliance with the coaching credentials policy shall result in a \$100 fine for each occurrence that the policy is ignored. Any games played during that time shall be considered a forfeit.

Discipline and Investigation Procedures – situations that require investigation, a hearing or potential suspension will be in accordance with the USA Hockey Guide, USA Hockey Rule Book or the SafeSport Handbook. This procedure is meant to clarify how the various procedures are handled within the MWAHA

Playing Rule Situations - The Central District or USA Hockey Officials Reporting system will be used to report all playing rules situations and all issues that come to the attention of On-Ice or Off-Ice Officials. Reports from outside of the MWAHA may also be forwarded to the MWAHA from the Central District Referee-In-Chief (RIC).

- 1) MWAHA Rules Committee - All playing rule situations that require Affiliate attention will be handled by the MWAHA Rules Committee. The committee members will be assigned by the Chairperson. The Chairperson may assign a designate Chairperson if there is a possible conflict of interest.
- 2) Reports from Officials will be distributed to the MWAHA Rules Committee Chairperson, MWAHA Supervisors of Officials, MWAHA RIC and the MWAHA Associate RIC. Situations that are rules situations, will be reviewed by the MWAHA RIC, or the MWAHA Associate RIC, who will determine if the penalty is legitimate and assign to the appropriate governing body. All reports will be forwarded to the respective associations so they are informed.
- 3) The governing bodies approved to administer suspensions or provide a hearing will be the MWAHA Affiliate, Associations or Sanctioned Leagues posted on the MWAHA website.
- 4) Non-Match Penalties will be assigned to either a Local association, Sanctioned League or the MWAHA.

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- 5) Match penalties will be assigned to the MWAHA Rules Committee and a MWAHA Investigator unless stated otherwise on the MWAHA website. Currently only the Midwest High School Hockey League is authorized to handle Match Penalties as long as they don't involve Abuse of an Official
- 6) The MWAHA Rules Committee Chair and RIC may at their discretion allow a player to waive the 7 day waiting period prior to a hearing. The player must acknowledge, in writing, his willingness to waive the 7 day waiting period.
- 7) In all cases handled by the associations or leagues, the Rules Committee Chair should be copied for informational purposes and posting on the MWAHA website. All game suspensions or probation periods will be posted.
- 8) Investigators will be someone familiar with hockey, its rules, standards of play and USA Hockey's various policies and guidelines.
- 9) Instructions for Investigators;
 - a. Association Level – recommend the local association RIC or his designee
 - b. Leagues – the person appointed by the League
 - c. MWAHA Affiliate – the Investigator should be assigned depending on the situation.
 - d. Investigator Responsibilities – the responsibilities are to gather the facts, present the facts to the governing body and provide a recommendation for action if requested to do so.
 - e. Provide governing contact with contact information ASAP for the penalized person and coach / team representative
 - f. Obtain a copy of the score sheet
 - g. Contact the Officials and gain additional information
 - h. Contact the Coach, Manager or Team Representative for their information
 - i. Contact the penalized person named in game or incident report for their side of the story
 - j. Provide a verbal or written report to the chairperson of the governing body along with a copy of the score sheet and official's game report.
 - k. Attend hearing if requested to so (may be by phone)
- 10) Additional Information – The governing body must follow the USA Hockey Annual Guide and Official Rules. Refer to Bylaw 10 of the Annual Guide.
 - a. The governing body does have the authority to provide a more severe consequence but not less than the USA Hockey Bylaws or Official Rules
 - b. Game Misconducts – suspensions do not require a hearing
 - c. Match Penalties – require a hearing
 - d. Appeals - All suspensions may be appealed by the suspended party according the procedure set out in the Annual Guide
 - e. Communications – the Governing Body should provide a copy of any suspension to the MWAHA Rules Committee Chair and the MWAHA RIC. No report required for single game suspensions
 - f. The MWAHA RIC may be requested to act as an advisor but not have a vote regarding any decisions unless the hearing involves an official
 - g. Hearings involving a coach will be conducted by the Rules Committee Chairperson, the MWAHA Coaching Director and a third person.

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Other Situations– This procedure will be used to handle all situations that do not fall under the Playing Rules or the US Center for SafeSport (USCSS) Procedures:

- 1) The President of the immediate Governing Body should be made aware of situation(s) that require follow up. It is recommended that the appropriate form be used or documented in writing if no form is available.
- 2) If the person reporting feels the situation needs to be elevated above the immediate governing body they should advise the MWAHA President.
- 3) Situations brought to the attention of the MWAHA President will be reviewed with the President of the immediate governing body, as necessary, to determine who should investigate and handle the situation.
- 4) Unless stated otherwise in the USA Hockey Guide or USA Hockey SafeSport Handbook, an investigator will be assigned. If a Hearing is required it will be in accordance with the Complaints, Rules and Ethics Policy.
- 5) In some situations a Summary Suspension may be involved. Summary Suspensions can be imposed by the Association, Sanctioned League, MWAHA SafeSport Coordinator, MWAHA Committee and/or the MWAHA Executive Committee. The person receiving a Summary Suspension can appeal the suspension to the governing body that imposed the suspension and a hearing will be provided.
- 6) Situations involving the Affiliate level that require an investigation and hearing will be handled by a MWAHA Committee
- 7) The MWAHA Committee will consist of a Chairperson and at least three other members. The committee will request an investigation by someone close to the situation which may be an association or league representative. The committee may also investigate the situation if they feel more information is required. The investigation reports will be provided to the Committee Chairperson who will determine if a hearing is required. If a hearing is required the person that was assigned to investigate will not sit in on the hearing decision
- 8) For hearings or appeals that involve a coach or official, the respective MWAHA RIC or MWAHA Coaching Director, or their designee, will also be included on the committee.

SafeSport Situations – the policies and procedures regarding SafeSport situations are outlined in the USA Hockey Guide and SafeSport Handbook.

Appeals-Parties subject to discipline may appeal the decision to the applicable Appeal Authority, comprised of executive council members of the Mid-West Amateur Hockey Association. The Statement of Appeal shall be accompanied by a \$250 non-refundable fee payable to the Mid-West Amateur Hockey Association (MWAHA). The fee is a condition of participating in the appellate process, regardless of the outcome of said appeal. Statements received without the fee will not be considered by the Appeal Authority.

Discipline – Failure to File a Game and Incident Report Policy - For the first incident in a season of a referee failing to report a game or incident report he/she will receive a written warning. For the second incident there will be a hearing at the affiliate level.

Ethics Violation Form - refer to the MWAHA website

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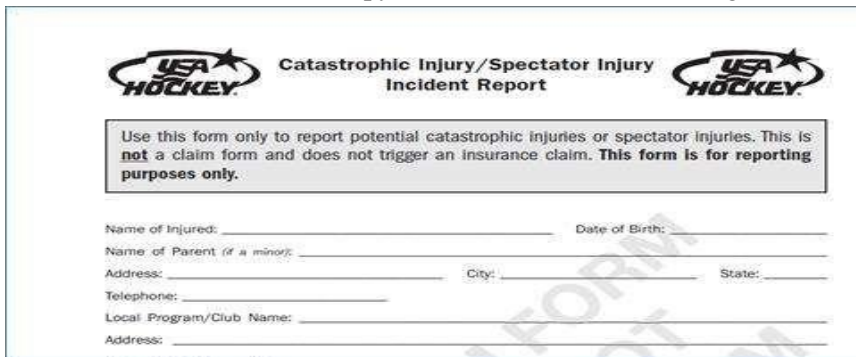
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Hosting Central District Tournament Procedure - The Central District has begun the process of rotating the location of the Tier 1 District Championships, allowing Wisconsin, Missouri, Illinois and Midwest to have a turn at hosting the event. To be eligible to host this event within MWAHA, associations must be in good standing and meet the criteria set forth in the “USA Hockey Central District Annual Event Minimum Standards” document. The final ranking from the prior season for 14U, 16U and 18U teams will be used to determine the host city. The ranking position for each team will be totaled and the lowest numerical value will determine the host location. If there is no team entered in one of the three playing ages, the point value for that team would equal the last place value for teams in that age bracket. The MWAHA Executive Committee will review the scoring, host location recommendations, consider relevant information and award the host association.

Injury Reporting – When a participant experiences an injury in a game that could lead to an injury claim, it is recommended that the Officials submit an Incident Report and that the appropriate governing body follow up with the following reports.

- The USA Hockey website provides the instructions for filing all claims. In addition to any USA Hockey instructions please provide a copy of all claim types to the MWAHA Risk Manager.
- In instances of a Catastrophic or Spectator Injury, complete the form below according to the USA Hockey website and also send a copy to the MWAHA Risk Manager.



The form is titled "Catastrophic Injury/Spectator Injury Incident Report" and features the USA Hockey logo on both sides. A prominent warning box states: "Use this form only to report potential catastrophic injuries or spectator injuries. This is **not** a claim form and does not trigger an insurance claim. **This form is for reporting purposes only.**" Below this, the form contains several fields for information: "Name of Injured:", "Date of Birth:", "Name of Parent (if a minor):", "Address:", "City:", "State:", "Telephone:", "Local Program/Club Name:", and another "Address:" field at the bottom. A large, faint "FORM" watermark is visible across the center of the form.

League Policy – Leagues within MWAHA may be sanctioned to manage their affairs according to their bylaws and/or rules. Leagues not sanctioned by MWAHA are subject to the discipline and rules of the MWAHA.

League Procedure

- 1) USA Hockey bylaws places the authority over all leagues with the respective Affiliate, refer to the USA Hockey Annual Guide for details
- 2) Each league governed by the MWAHA will be required to meet a minimum set of criteria and will then be posted on the MWAHA website as a Sanctioned League.
- 3) Leagues that operate totally inside of an association do not require sanctioning by the MWAHA as they fall under the governance of the association.

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- 4) Leagues that are not sanctioned are not allowed to discipline players, coaches or other team representatives and the league / teams / respective associations may be subject to MWAHA administrative actions.
- 5) Each league must meet the following criteria;
 - a. Request sanctioning from the MWAHA President
 - b. Agree to assist the MWAHA with any investigations
 - c. Provide a contact person for the league
 - d. Either; post the league contact, teams and team contacts on the MWAHA website or provide a link to the information
 - e. Have an established discipline procedure and provide an appeal process for any discipline actions
- 6) Requests to be sanctioned must be submitted to the MWAHA President, include the relevant information as described above
- 7) All teams must be registered with an association in good standing, as a USA Hockey team at the appropriate age level.
- 8) It is recommended but not required that Leagues develop and maintain a set of bylaws and / or policies available to all members and voted on and approved by such members.
- 9) Changes to USA or MWAHA Hockey rules in the League must be approved by MWAHA as permitted by USA Hockey.
- 10) Leagues that meet the minimum requirements will be allowed to provide discipline according to the USA Hockey Rules except for Match Penalties. Leagues may be allowed to handle Match penalties providing they meet additional requirements including but not limited to;
 - a. The league is governed by a board or committee that has representation from all teams
 - b. The league has a set of rules or bylaws that are voted on by the teams involved in the league.
 - c. A discipline committee of at least 3 individuals administers the discipline 11) Refer to the MWAHA Discipline Procedures regarding appeals.
- 12) The Rules Committee has the authority to reopen an investigation and hearing regarding a decision of the association or league.
- 13) The MWAHA Executive Committee will appoint a MWAHA League Commissioner to identify all leagues that operate within the MWAHA. The Commissioner will identify the leagues and who has sanctioned the league so that MWAHA knows what Affiliate is responsible for governing the respective league.

Locker Room Supervision Policy - refer to the USA Hockey policy - The Head Coach is held responsible monitoring the locker room per the USAH Policy, it also includes monitoring of team activities: failure to do so is a warning the first occurrence; for a second occurrence, a two week suspension for the Head Coach or Assistant Coach if assigned the responsibility; a third occurrence, is a suspension of 1 year. This is considered a minimum and more severe penalties can be levied by the local association and/or Affiliate. Additionally, USA Hockey requires that all local programs publish their locker room policies to the parents of all minor participants. The policies should be specific to the facilities they regularly use. USA Hockey provides a sample that may be modified by the local program to meet its specific needs and facilities. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and

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misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.

Locker Room Supervision Procedure - associations will be fined \$250 per incident for not properly monitoring a locker room with spot checks conducted by MWAHA Directors/Officers.

Midwest Hockey League- The Midwest Hockey League ("MHL") will discontinue operations as a separate entity and operate as a committee governed by the Midwest Amateur Hockey Association affiliate. The MHL Committee will report to the MWAHA Executive Committee. Specifics include:

- 1) The MWAHA Executive Committee will appoint a Chairperson for the MHL Committee.
- 2) The MHL Chairperson will be a non-voting Director of the MWAHA.
- 3) The MHL Chairperson will identify a minimum of two (2) and a maximum of (4) individuals, to serve on the MHL Committee.
- 4) MHL Committee members shall be designation as follows:
 - a. Chairperson
 - b. Select League Coordinator
 - c. Travel League Coordinator
 - d. Up to Four At-Large members
- 5) The MHL Committee shall maintain a separate operating account under the MWAHA's EIN number and 501(c) (3) status. The MHL Treasurer shall submit monthly and annual financial reports to the MWAHA Treasurer. The MWAHA shall incorporate MHL operations into its financial reports and annual State and Federal income tax filings.
- 6) All MHL levels (travel, select, girls) shall play their championship tournaments in Des Moines, IA in order to centralize the play, ensuring reasonable accessibility for all.
- 7) The MHL will consist of teams from the associations within the MWAHA competing in an Open Tier 2 Division (typically AA, A and B travel teams) and a House Select division. The former AA/A MHL structure will be discontinued due to lack of consistent participation among MWAHA member associations. If an association only has 1 travel team it will be considered the Tier 2 Travel team, however the association can petition to play in both the Tier 2 League and the Select League.
- 8) Any association rostering two (2) teams at a given age division must declare one team as an MHL participant. This may be in any of the divisions. For example, an association fields a 10u Travel A team and a 10u Travel B team, **at least one** must declare as a participant in the MHL at their appropriate level.
- 9) The MHL Committee will conduct an annual MWAHA Championship Tournament ("Tournament") for the Open Division. All MHL teams are eligible to participate. The MHL Committee will establish Tournament eligibility and seeding criteria. The Tournament will be designed to maximize fun, cost-effective and competitive play. By 31 December the associations will be required to play a minimum of six games against at least 3 different MWAHA Association teams. Teams will participate in a Regional playoff structure based on 3 Regions. The Regional Playoff structure will be determined by the MHL Committee. The MHL will seed teams within their Region based on their overall record against other teams in the MHL. The winner in each Region plus one Wild card will participate in a 4-team year end MWAHA Championship. The Wild Card team will be similar to the NHL and will be decided based on their strength of play against other MHL teams. In the case of

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a tie the “My Hockey” ranking will be used to select the Wild Card, failing that, play against other teams will be used as a final determination. Teams will do their own scheduling and the only requirement will be to submit the game sheets to the MHL. The winning team from each Region as well as one “Wild card” team will receive a \$500 travel allowance to support travel to the MWAHA Tier 2 Tournament.

- 10) The Tournament will determine a MWAHA Affiliate Tier 2 Champion. The Tournament will also determine a State Champion for Iowa, Kansas and Nebraska. The top teams by State will have the right to represent the Affiliate in the National Championship. A lower seeded team can represent their state if the top team chooses not to go or in the event that the Open Tournament is cancelled.
- 11) The MHL Committee will also oversee MHL House Select play which will continue to incorporate three (3) weekends each season as in the past. To promote an overall league concept, associations must have at least one Tier 2 Travel Team playing in the League in order for their “Select” team(s) to participate in the Midwest League tournament. In the event that a team is unable to make a select weekend and games have not been canceled; the score sheet will reflect a 1-0 forfeit. In order to be eligible for the select league, all players on the team must be rostered and participating on a local house team, unless no such team is present. Players cannot play on any national bound team or on a high school team higher than a non-competitive JV level.
- 12) The MHL will conduct other League and / or tournament play to accommodate the associations within the MWAHA.
- 13) Regions – the MWL may adjust regions as necessary.

East

- Cedar Rapids Youth Hockey Association
- Iowa City - Coralville Youth Hockey Association
- Dubuque Youth Hockey Association
- Quad City Hockey Association
- Waterloo Youth Hockey Association North Central
- Mason City Youth Hockey
- Sioux Center Hockey Association
- Siouxland Youth Hockey Association
- Lakes Area Hockey Association (may not have teams)
- Des Moines Youth Hockey Association □ Ames Minor Hockey Association South West
- Kansas City Youth Hockey Association
- Wichita Youth Hockey Association
- Fremont Youth Hockey Association
- Lincoln Ice Hockey Association
- Omaha Hockey Club
- Tri-City Youth Ice Hockey Association

Minor Penalties 1½ Minutes Rule - The MWAHA will allow leagues sanctioned by the MWAHA to designate that 1½ minute penalties will be used in games that have periods of 15 minutes or less. Additionally, in the absence of a

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League rule, the MWAHA will allow the home team within any MWAHA area association to designate that 1½ minute penalties can be used in games that have periods of 15 minutes or less. When designated, the sanctioned MWAHA Leagues ruling takes priority.

Mite (8U) Cross-Ice - All Travel and House U8 hockey will follow the ADM model and play Cross-Ice Games according to the USA Hockey Guide and ADM guidelines. Specific MWAHA rules are;

- 1) It is the association's prerogative regarding playing up; USAH and the Coaching Education Program discourage this approach. Associations should require approval of the Coaching Director or a player evaluator for players that move up
- 2) For House programs all players and coaches can be placed on one roster allowing the teams to be modified at will
- 3) All rosters will be marked for Cross-Ice only
- 4) The number of players on a travel team will be limited to 18, like a full ice team
- 5) Smaller rosters might be more appropriate when attending a Jamboree
- 6) The Cross-Ice requirement applies to all travel inside and outside of the MWAHA Affiliate, associations that do not conform to this requirement may have their travel rosters rescinded for some or all travel teams
- 7) Cross-ice games will be either 3-on-3 or 4-on-4
- 8) Games can be played with or without goalies
- 9) The Coach can accompany the team onto the ice, skates are not required
- 10) Any coach on the ice must wear a helmet
- 11) There are no icing or off-side rules
- 12) USAH recommends we do not keep score during U8 games, but if scores are used, the maximum goal differential should never exceed 4; example - stop counting for the winning team when the score is 5 to 1, if the team with 1 scores, the score is 5 to 2 and remains 5 to 2 until the next goal is scored
- 13) Recommend at least one mature Referee and the use of new young Referees that can gain experience in a fun environment
- 14) Normal body contact as allowed for the under 8 age group
- 15) A penalty shot will be awarded for all penalties, without goalies the player simply takes a shot from the mid-ice position
- 16) If the Referee feels a penalty was a deliberate act the penalized player may be required to sit out 3 minutes or in the case of a reckless act, removed from the game and potentially the next game if the penalty is incurred in the last 2 minutes

National Bound Team Policy– The MWAHA Affiliate includes teams from Iowa, Kansas, Nebraska and other associations in the greater Kansas City area that have a KSH Association code.

- 1) The MWAHA Affiliate will identify the governing committee to be comprised of a Nationals Chairperson, one representative from the MWAHA, and the MWAHA Registrar.

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- 2) Any MWAHA Affiliate Tier I, Tier II or High School team that wants to have an opportunity to advance towards the National Championship has the option to do so. By November 15th, the team has to file the MWAHA application, pay the deposit, and they will be allowed to participate.
- 3) All teams must belong to an association that is in good standing with the MWAHA Affiliate and comply with all USA Hockey National Bound team requirements.
- 4) Application forms and deposits must be sent to the MWAHA Registrar and post-marked in accordance with the MWAHA National Bound Team Procedure.
- 5) A single elimination or a round robin game format may be used to determine the teams that will advance. The teams to represent MWAHA will be determined at least 2 weeks in advance of the District or 3 weeks prior to National Championship.
- 6) All games will be conducted according to the USA Hockey National Bound guidelines unless otherwise specified in the MWAHA National Bound Team Procedure.
- 7) All teams or associations interested in advancing towards a national Championship are required to read the USA Hockey National Bound Guidelines and pay specific attention to suspensions for not attending after declaring the intent to participate.
- 8) Leagues have the option to determine their respective candidate that would advance towards the National Championship. The League candidate will be required to playoff against any independent teams that also declare their intent to advance.
- 9) The MWAHA National Bound Team Procedure will provide the details regarding administration of this policy.

National Bound Team Procedure

- 1) **Qualifying Teams and Players** - All teams must confirm with their association that the association is in good standings with the MWAHA Affiliate. All coaches must meet the minimum certification requirements or have obtained a waiver. All players must have played 10 (5 for High School) officially sanctioned USA Hockey games with the team prior to the Affiliate, District or National Championship. The team must have played 20 (10 for High School) officially sanctioned USA Hockey games at their level or higher prior to the Affiliate, District or National Championship. Tier I versus Tier II games count, 16U versus 18U only count for the 16U team, 16U or 18U playing a High School team only counts if playing against a Varsity team (if only one High School team registered it will be considered Varsity unless specifically identified as JV). A forfeit game does not count as a played game. Documentation of all requirements will need to be reviewed by a member of the MWAHA Championship committee. Leagues may choose to determine the team that will advance towards the National Championship for their respective league. All teams in the league must agree to the process for their respective State or for the Affiliate. Any League that will declare their respective National Bound Team must advise the Committee Chairperson by 10 January regarding their intent. Leagues should be aware that a tournament or playoff may still be required if any non-League teams declare their intent to advance towards the National Championship.
 - 2) **National Bound Tier 1 teams shall be made up of a minimum of 40% Affiliate players based on the definition for residency.**
 - 3) **Registration** - Any team wishing to participate must send their application form and payment to the MWAHA Registrar to qualify the team to advance towards a National Championship. Application forms are on the MWAHA website and must be post-marked by November 15th. A check payable to the MWAHA Affiliate, in
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the amount of \$600.00, must be post-marked by December 31st. Refunds will only be honored for situations that are totally outside of the control of the team involved. When requested, each team will be required to send their games scores to the MWAHA National Tournament Chairperson for all games played during the season. Information must be received by the MWAHA National Tournament Chairperson at least three weeks prior to qualifying games that determine the State or Affiliate representative.

- 4) Games - Games will be in accordance with District and National Championship rules unless otherwise specified in this procedure. The MWAHA National Tournament Committee will determine the format used to qualify the State or Affiliate representative teams. The format may be a single elimination or Round Robin format as deemed appropriate by the committee. In the situations where a League has decided to declare their respective National Bound Team, a playoff will be required between the league identified team and any independent teams. When possible a tournament format will be used if it can be accomplished over a weekend prior to the deadline dates. In some cases it may be necessary for games to be played during the week. With agreement of teams playing each other, previously scheduled games may be used for the elimination procedure. In all cases the final games to advance to either the District or National Championships must be completed at least 2 weekends in advance of their respective District or 3 weeks prior to National tournament. If for any reason, games cannot be completed on time, the MWAHA Executive Council reserves the right to declare who advances towards the National Championship. Game starting times: Monday through Friday – Not before 6:00 PM and not after 9:00 PM, Saturday – Not before 7:00 AM and not after 9:00 pm, Sunday – Not before 8:00 AM and not after 3:00 PM. No team should be required to play more than 2 games in one day. However, if needed any team playing two games in one day must have a minimum of 4 hours between their game start times. Teams will be allowed a warm up of 5 Minutes and breaks of 1 Minute. Overtime games will be decided by sudden death scoring. A 1 minute break after the 3rd period, first overtime period is 10 minutes stop clock followed by a 1 minute break. Continue with overtime periods and breaks until a goal is scored. If there is a 5-goal lead at the beginning of or during the 3rd period, time will shift to running clock and remain so as long as there is a 5-goal lead. The clock will continue to run except for goals, penalties, injuries and time outs. The hosting association must allow an additional 15 minutes to ensure the games can be completed as scheduled. When necessary, team seeding will be used to determine what teams play each other. The initial seeding of teams will be based on the teams that have played each other during the season. Seeding of teams that have not played each other will be based on all official USA Hockey sanctioned games where teams may have played a mutual opponent. If no games were played to directly evaluate teams then their overall record will be used to arrive at a seeding position. If game sheets are not provided as requested, the offending team will be seeded last. If more than one team fails to submit their game sheets on time, seeding will be determined based on when the game sheets are ultimately turned in. Committee Chairperson will be responsible for the preliminary seeding and obtain final approval by a majority agreement of the committee.
- 5) Officials - Three-member officiating teams are required for all games. All referees must be minimum Level 3. All linesmen must be minimum Level 2. All officials must be at least 18 years of age as of the tournament date. Adult goal judges are required for all games.
- 6) Hosting Games - After the teams submit their checks on 31 December the Committee will determine what games are required in advance of the District or National Championships. Associations interested in hosting games will present their plan to the Committee. The hosting association will select a Game - Tournament Director who will answer to the Committee. The hosting association will be reimbursed by the MWAHA Registrar based on the local association's normal ice and referee fees not to exceed the following limits. One

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overall check will be made payable to the Hosting Association and forwarded to the local registrar unless directed otherwise. Ice \$225 per hour. Referees 14U - \$60. Referees 15, 16U, 18U, High School - \$85. Linesmen Bantam, High School and Midget - \$40. The hosting association will be responsible for any expenses above the amounts specified. An admission fee cannot be charged. Score sheets must be sent to the MWAHA registrar within 48 hours of final game. Before the team plays their first game, the Game - Tournament Director will check the team roster, verify team eligibility and verify player eligibility. The team must present the following documents; valid roster signed by the MWAHA Registrar and showing all eligible players (birth certificate and waiver verification on official roster), verify number of score sheets from Official USA Hockey Sanctioned games, score sheets reflecting that each player participated in the minimum number of games, Consent to Treat forms as these will be required as the team advances. In the event of any questions not covered by these procedures, contact President MWAHA Affiliate. Provide a medical person, recommended EMT, B or above. Teams should be advised who the medical personnel are and they will be readily available to get on the ice as soon as possible when needed. The hosting association should try to have these services donated. In the event that this is not possible contact the MWAHA Affiliate President for possible reimbursement of services. Refer to the MWAHA website for a GAME – TOURNAMENT CHECKLIST.

Player Movement Policy - Players are allowed to switch between associations twice during their youth career to play on a Tier 2 team. Requests for exceptions to this process must be appealed to the affiliate. A player moving from one Tier 2 program to another requires a letter signed by the former association for delivery to the new association saying that the player has met all financial obligations and is in good standing. The new association should not roster without that letter. If an association does not have a Tier 2 Travel team the players move will not count towards the 2-move rule.

Policies – Adding, changing or amending any MWAHA policies requires 2/3 majority approval of the MWAHA Board of Directors at the Annual Meeting or a Special Meeting. Policies will be broad in nature and provide direction for the Affiliate. Policy changes must be submitted to the MWAHA Secretary at least 30 days in advance of an overall board meeting and distributed to the overall board at least 15 days in advance of a board meeting. If there is a conflict between a USA Hockey Policy or Procedure and the MWAHA Policies or Procedures, the USA Hockey Policy or Procedure will govern. With a Super Majority (66 percent), Executive Authority can be brought forth making a policy change during the season if deemed necessary to meet the operational needs of the Affiliate. Such change can be temporarily established by a Super Majority and either ratified or not during the Annual meeting for permanent placement in the Policy and Procedures. Such change shall be annotated as temporary until ratified by the Directors.

Procedures - Procedures for the MWAHA will provide the specifics and details for operation of the Affiliate. Procedures will be approved by the MWAHA Executive Council. Additionally, any MWAHA Director can request a change in procedure by submitting their change to the MWAHA Secretary at least 30 days in advance of an overall board meeting, the change request will be distributed to the overall board at least 15 days in advance of an overall board meeting. Any change in procedure will require a 2/3 majority vote for the change to be made.

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Record Retention Policy – all minutes and policies will be retained indefinitely, financial records for 7 years and all other documents 5 years.

Residency Policy- Participants (minors) living within the defined boundary of the Affiliate with a minimum of one (1) parent or one (1) legal guardian OR enrollment in an accredited brick and mortar school shall be considered residents of the affiliate. Online school enrollment of any type does NOT qualify as affiliate residency. This shall be in full force and effect for two (2) years through the 2025 playing season.

Roster Policy - Any affiliate team made up only of players residing in the affiliate may register as Tier I, Tier 2 or other classification in accordance with the USA Hockey rules. Any affiliate team with player(s) residing in another affiliate must register as Tier 1. Girl's only teams are exempt from this rule where female athletes have no option for an all-girls team within their assigned association. Female athletes are allowed to dual roster-i.e. play on a youth and all girls team in the same season. Dual rostering may not be a consideration in the youth team selection process.

Tier 1 teams are required to obtain MWAHA Approval and meet USA Hockey's requirements for registration.

Associations are allowed to develop their own "Playing Up" rules although all teams must have a majority of their players from their respective age groups. Exceptions would be associations that do not have a majority of players from the respective age group. Girls teams are allowed an open mix of players from consecutive age groups as follows:

- 10U and 12U
- 12U and 14U
- 14U and 16U
- 14U, 16U, and 19U
- 10U rosters must have the majority of players from 10U

Roster Procedures – This procedure supplements USA Hockey's requirement that associations properly prepare rosters for USA Hockey registered players and coaches that participate within their respective association.

- 1) The Association Registrar must submit rosters to the MWAHA Registrar prior to a team participating in any USA Hockey Sanctioned games. The requirement to submit a roster applies to all players and teams.
- 2) For the winter season the roster is to be sent by 1 September or prior to the first scheduled game of the season, whichever occurs later
- 3) For non-winter seasons the roster is to be sent prior to the first scheduled game of the respective season.
- 4) The MWAHA requires that any non-Resident of Iowa, Kansas, Nebraska or the Greater Kansas City area must obtain their required release, waiver or transfer or like equivalent from the Association and Affiliate in which they reside. Players must obtain their approvals, and Association Registrars need to confirm the approval, prior to submitting the roster to the MWAHA for the players' participation in games for their respective team.
- 5) Specific to Canadian transfers; players and teams will have until 31 December of the respective season to complete all the required Canadian transfer paperwork.

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- 6) For players that reside near the border of MWAHA, they can be considered part of MWAHA as long as they live closer to MWAHA than the association in the neighboring state.
- 7) Failure to meet the requirements of this procedure may void the respective games as far as qualifying for any Affiliate, District or National tournament events. Players, coaches, teams and associations may be subject to additional suspensions.
- 8) Tier I, Tier II and all High School team rosters are subject to USA Hockey limits regarding the total number of players and coaches. Any change in team rosters must be approved by the MWAHA Registrar. Rosters are frozen as of 31 December and no changes are allowed after that date. This applies regardless of whether they are National Bound or not. Any National Bound Team must roster as Tier I, Tier II or High School.
- 9) Non – Tier I, Tier II or High School Rosters are not subject to any maximum number of players or coaches. Reporting of changes is not required as long as the player or coach appears on a roster within their respective association. In some cases, and for a specific age group, the association may list all of their players and coaches on one roster if specific teams are not identified for House League play.
- 10) Travel outside of association – any team travelling to play a game against a team outside of their association must register as a minimum of Tier 2 or High School. Any exceptions must be submitted to the MWAHA Registrar.
- 11) Tier 1 National Bound teams – the MWAHA only recognizes Tier 1 for Bantam (14U) and Midget (16U and 18U). Any association requesting to roster National Bound Tier 1 teams must submit their written request and plans to the MWAHA National Bound Committee prior to 1 May. The MWAHA Executive Committee will review the committee's recommendation and announce approved teams by 1 June. Permission to form a Tier 1 National Bound team will be granted based on a review of; the teams previous National Bound History, team plans, association status and number of players that reside within MWAHA, residency as defined by the USA Hockey Bylaws.
- 12) Appeals regarding any of the Roster Policies or Procedures must be submitted in writing to the MWAHA President and MWAHA Registrar. The MWAHA Executive Committee will review the request and do their best to respond within 7 days of receiving the appeal.
- 13) Unless for disciplinary issues, any player being removed from a roster after 1 December and prior to 31 December must be advised of the removal by 1 December in order that the player has a reasonable amount of time to find another team to play for.
- 14) All teams need to create rosters and coaches must have a copy available on the bench, Officials may ask to see the roster to confirm the coaches are on a roster.

Score Sheet Procedure – USA Hockey score sheets or Points Streak are required to be used for all games with MWAHA.

Tournament Sanctioning Procedure – All tournaments that involve 3 or more teams from different associations must be sanctioned by the MWAHA Registrar. All tournaments must be sanctioned through a MWAHA Hockey Association. In addition to any fee charged by USA Hockey, a non- MWAHA Association organization that requests sanctioning through the local association will be required to pay an additional \$150 to the MWAHA.

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Voting Policy MWAHA Board Meetings - The MWAHA Board will be comprised of Board Members from the Member Associations within the MWAHA area of responsibility. The number of Board Members from any one Association will be determined by the number of USA Hockey Registered Players and Coaches as of the last complete registration year. The number of Board Members will be calculated as follows:

- One – less than 250
- Two – 250 to 500
- Three – greater than 500

Additional Board Members will be the MWAHA; President, Vice-Presidents, Secretary and Treasurer. Each MWAHA Board member is entitled to one vote. Board Members must be present to vote.

Whistle Blower Policy - If any Board member or Association member of the Mid-West Amateur Hockey Association (MWAHA) reasonably believes that some policy, practice, or activity of the MWAHA is in violation of law, a written complaint may be filed by that Board member or Association member with the President.

It is the intent of the Board to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A Board member or Association member is protected from retaliation, only if such person brings the alleged unlawful activity, policy or practice to the attention of the President and provides the Board with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members, or Board members that comply with this requirement.

The President or other Board Members will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practices of the Board, or of another individual or entity with whom the Board had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The President, or other Board members will not retaliate against any member who discloses, or threatens to disclose to a public body any activity, policy, or practice of the Board that the member reasonably believes in violation of a law, or a rule, regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Zero Tolerance Policy

- 1) Association are required to have all MWAHA parents sign the code of conduct form provided by USA Hockey.
- 2) Codes of Conduct must be posted visibly at each rink.
- 3) Associations also have the right to ultimately enforce more stringent penalties as they see fit.
- 4) Associations will be responsible to present the Zero Tolerance Rules to parents and enforce sanctions recommended by the MWAHA.
- 5) For all league games and tournaments there will be designated officials working in an off-ice capacity and be readily identifiable to the participants

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- 6) Any person that violates the Zero Tolerance Policy be given a verbal warning that they may be asked to leave the arena if their behavior continues and asked to refrain from any inappropriate behavior.
- 7) Following a verbal warning the following policy is to be enforced by the local host associations.
 - 1st offense - Removal from game
 - 2nd offense - Removal for the weekend
 - 3rd offense - Removal for the season
- 8) If a violation is deemed to be especially detrimental to the ability to provide a quality, fun, and safe environment for youth hockey competition, the violator may be recommended for additional consequences following a review of the incident.
- 9) Examples of Infractions include:
 - a. Pounding on glass
 - b. Profane language
 - c. Yelling at the officials, players, coaches, or other fans in a derogatory manner
 - d. Interfering with any on-ice or off-ice officials
 - e. Behavior which violates the USA Hockey Codes of Conduct.