



Annual Guide 2022-2023

Format Revision/Review
06/2022
www.pnaha.com

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PNAHA ByLaws

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Section 2 – Vice President (Voting Member)

Section 3 – Secretary/Treasurer (Voting Member)

Section 4 – Supervisor of Officials (Non-Voting Member)

Section 5 – Coaching Director (Non-Voting Member)

Section 6 – Player Development Director (Non-Voting Member)

Section 7 – Senior Director (Non-Voting Member)

Section 8 – Junior Director (Non-Voting Member)

Section 9 – Girls/Women's Director (Non-Voting Member)

Section 10 – Safe Sport Coordinator (Non-Voting Member)

Section 11 – Advanced Development Model Coordinator (Non-Voting Member)

Section 12 – Goalie Development Coordinator (Non-Voting Member)

Section ~~7~~ 13 – Safe Sport Coordinator (Non-Voting Member)

Article X – Officers/Officials Expenses

Section 1 – President (Voting Member)

Section 2 – Vice President (Voting Member)

Section 3 – Secretary/Treasurer (Voting Member)

Section 4 – Supervisor of Officials (Non-Voting Member)

Section 5 – Coaching Director (Non-Voting Member)

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Section 7 – Senior Director (Non-Voting Member)

Section 8 – Junior Director (Non-Voting Member)

Section 9 – Girls/Women's Director (Non-Voting Member)

Section 10 – Safe Sport Coordinator (Non-Voting Member)

Section 11 – Advanced Development Model Coordinator (Non-Voting Member)

Section 12 – Goalie Development Coordinator (Non-Voting Member)

Section ~~7~~ 13 – Safe Sport Coordinator (Non-Voting Member)

Article XI - Amendments

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Andy Anderson Memorial

District Awards

Tournament and League Winners

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Alt Rep:

VANCOUVER YOUTH HOCKEY ASSOCIATION (VYHA)

Rep:

Alt Rep:

WENATCHEE AMATEUR HOCKEY ASSOCIATION (WAHA)

Rep:

Alt Rep:

WEST SOUND HOCKEY CLUB (WSHC)

Rep:

Alt Rep:

WESTERN WASHINGTON FEMALE HOCKEY ASSOCIATION (WWFHA)

Rep:

Alt Rep:

WHATCOM COUNTY AMATEUR HOCKEY ASSOCIATION (WCAHA)

Rep:

Alt Rep:

WINTROP YOUTH HOCKEY ASSOCIATION (WYHA)

Rep:

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YAKIMA AMATEUR HOCKEY ASSOCIATION (YAHA)

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(# Of Ice Sheets) 1

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HOME ICE NAME & ADDRESS

Work:

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Work:

FAX:

Website:

(# Of Ice Sheets)

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WEBMASTER:

Phone:

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Email:

PRESIDENT:

Phone:

Cell:

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SAFESPORT Coordinator:

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ASSOCIATION NAME: Sno-King Amateur Hockey Association (SKAHA)

ASSOCIATION MAILING ADDRESS:

14326 124th Ave NE
Kirkland WA 98034

WORK: 425 821 7133
FAX:

HOME ICE NAME & ADDRESS:

Sno-King Kirkland 14326 124th Ave NE
Kirkland WA 98034

WORK: 425 821 7133

Sno-King Renton 12620 164th Ave SE,
Renton, WA 98059

FAX:

Sno-King Snoqualmie 35300 SE Douglas St, Snoqualmie, WA 98065

(# Of Ice Sheets) 5 total

WEB SITE URL:

www.snokinghockey.com

WEBMASTER:

Gordon Hancock

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425 652-8237

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PRESIDENT:

Jarett Goodkin

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206 852 4787

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VICE PRESIDENT:

Brent Hermanson

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206 372 2294

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SECRETARY:

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TREASURER:

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REGISTRAR:

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SCHEDULER:

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PNAHA REP:

Doug Kirton

Phone:

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425 829-0173

Fax:

Email:

hockeydirector@snokinghockey.com

PNAHA ALT REP:

Clayton Rodgers

Phone:

Cell:

206 799 1429

Fax:

Email:

Clayton.rodgers@snokinghockey.com

ASSOCIATION NAME: Spokane American Youth Hockey Association (SAYHA)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Tri-Cities Amateur Hockey Association (TCAHA)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Vancouver Youth Hockey Association (VYHA)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Wenatchee Amateur Hockey Association (WAHA)

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ASSOCIATION NAME: West Sound Hockey Club (WSHC)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Whatcom County Amateur Hockey Association (WCAHA)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Western Washington Female Hockey Association (WWFHA)

ASSOCIATION MAILING ADDRESS:

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ASSOCIATION NAME: Winthrop Youth Hockey Association (WYHA)

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Alt PNAHA Rep

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ASSOCIATION NAME: Yakima Amateur Hockey Association (YAHA)

ASSOCIATION MAILING ADDRESS:

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PNAHA CONSTITUTION

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ARTICLE I – NAME

The name of this association shall be the "PACIFIC NORTHWEST AMATEUR HOCKEY ASSOCIATION", hereinafter referred to as PNAHA. PNAHA shall be affiliated with the AMATEUR HOCKEY ASSOCIATION OF THE UNITED STATES, hereinafter referred to as USA HOCKEY.

ARTICLE II - LOCATION

The location of the principle office of the PNAHA shall be the address of the President.

ARTICLE III - NON-PROFIT

This Association shall not be conducted for pecuniary profit and shall have no capital stock.

ARTICLE IV - SUCCESSION

This Association shall have perpetual succession.

ARTICLE V - PURPOSE

The purpose for which this Association is formed is:

1. To stimulate interest in, to encourage, improve, and govern organized amateur hockey within PNAHA.
2. To develop, promote and encourage the social, physical and mental welfare of all players.
3. To conduct ice hockey tournaments and to select representative teams for competition in PNAHA, Regional and National Championships,
4. To encourage and aid in the development of high school and college hockey.
5. To associate with the USA Hockey and other ice hockey associations as sanctioned by USA Hockey.

ARTICLE VI - GOVERNMENT STRUCTURE AND TENURE

SECTION 1 ELECTED OFFICERS

The officers of this association shall be elected by the Board of Directors. They shall be a President, First Vice President, Second Vice President and a Secretary/Treasurer. All elected officers of this Association shall serve for a term of two (2) years, unless removed for cause. All elected officers shall assume office upon election.

SECTION 2 BOARD OF DIRECTORS

The Board of Directors shall be composed of a Director elected by the registered teams in each qualified member association. (See By-Laws Article VI for qualified procedures). Each director shall serve in that capacity for a period of one (1) year.

- A. In the event the Board of Directors recommends an Affiliate Referee-in-Chief, his/her term of office shall coincide with that of the elected Officers.
- B. In the event the Board of Directors recommends an Affiliate Registrar, his/her term of office shall coincide with that of the elected Officers.
- C. In the event the Board of Directors recommends an Affiliate Coaching Director, his/her term of office shall coincide with that of the elected Officers.

SECTION 3 USA HOCKEY OFFICERS

Should any Officers of USA Hockey reside within the geographical boundaries of the PNAHA they shall automatically become member of the Board of Directors. (non-voting).

ARTICLE VII - MEMBERSHIP

SECTION 1 QUALIFICATION AND REVUE

The Board of Directors may determine the qualifications and manner in which any association, league, team, individual, group or any other organization may become a member of the PNAHA. The Board of Directors shall have the power and duty to review all applications for membership by any association, league, team, individual, group or any other organization at its discretion.

SECTION 2 COMPLIANCE

Any association, league, team, individual, group or any other organization admitted to the PNAHA, shall by their admission indicate their willingness to comply with the Constitution, By-Laws and Rules and Regulations of the PNAHA as well as those of USA Hockey.

SECTION 3 COURT ACTION - RESOLUTION OF DISPUTES

A. PROCEDURE FOR ARBITRATION OF DISPUTES

See the current USA Hockey Annual Guide.

B. EXCLUSIVE REMEDY

For those controversies or disputes which fall within the jurisdiction of these By-Laws, the procedure set forth herein shall constitute the sole and exclusive remedy for members of this Association or any of its member organizations. Failure to follow and abide by the provisions of this By-Law shall subject the offending member or member organization to the following:

1. Liability of Expenses

Liability for any and all expenses, including reasonable attorney fees, incurred by this Association as a result of the offending conduct of the member organization or member.

2. Sanctions

Immediate suspension and/or disqualification from membership in this Association or any of its member organizations.

SECTION 4 SUSPENSION

All players, teams, leagues, individuals, groups or other organizations suspended by USA Hockey, shall be automatically suspended by the PNAHA, and shall remain suspended until such suspension is lifted by USA Hockey.

ARTICLE VIII - ELECTIONS

SECTION 1 OFFICERS

The President, First Vice-President, Second Vice-President and the Secretary/Treasurer shall be elected for a term of two years. The election shall take place at the Spring/Summer General Meeting of the Board of Directors. If a Spring/Summer General meeting is not held, then the election shall take place at the Annual Fall Meeting. The President and 2nd Vice President will be elected in odd numbered years. The Secretary-Treasurer and 1st Vice President will be elected in even numbered years. (The elected Officers of the PNAHA shall be nominated and elected by the Board of Directors, but not required to be a member of the Board of Directors or any Association of PNAHA) Vacancies in the elected offices shall be filled upon appointment by the Board of Directors. Such appointee(s) need not be a member of the Board of Directors and such appointment shall fulfill the remainder of the term of the vacated office.

SECTION 2 DIRECTORS

A Director and Alternate shall be elected by a democratic process by the registered teams in a qualified member association with whom they are a member and certified by the President and Secretary of that association. (See By-Laws Article VI for qualifications.) A Director and Alternate elected by a member association shall serve a term of one (1) year. In the event of vacancy, the affected association shall appoint a successor for the remainder of the term.

ARTICLE IX – MEETINGS

At least three (3) meetings of the Board of Directors shall be accomplished in each calendar year.

SECTION 1 ANNUAL MEETING

The annual meeting of the Board of Directors shall be held during the month of September (Annual Fall Meeting) of each year.

SECTION 2 GENERAL MEETINGS

A general meeting of the Board of Directors shall be held during the months of January (Winter Meeting) and June (Spring/Summer Meeting) each year.

SECTION 3 SPECIAL MEETINGS

Special meeting(s) of the Board of Directors may be called by the President and/or majority of members of the Board of Directors. 1. Notice of any special meetings of the Board of Directors shall be communicated by at least five (5) days prior to the meeting.

SECTION 4 DATE, TIME AND PLACE

The date, time and place of any annual or general meeting shall be established by the President and communicated to the membership by the Secretary/Treasurer no later than thirty (30) days prior to the meeting.

SECTION 5 MANNER OF ACTING

The act of a majority of the Board of Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law or by the By-Laws of this Association.

SECTION 6 QUORUM

Two-thirds of the members of the Board of Directors shall constitute a quorum in the transaction of business at any meeting of the Board of Directors, provided that if less than two-thirds of the Board of Directors are present, they may adjourn the meeting.

SECTION 7 AGENDA

Items to be placed on the Agenda at the Board of Directors meeting must be presented to the PNAHA President in writing, not later than three (3) weeks prior to the date of the meeting. 1. Items submitted must include the specific wording of the proposal. 2. The complete agenda will be published and sent to all members of the Board of Directors not later than two (2) weeks prior to the date of the meeting.

SECTION 8 PROXY VOTING

Voting by proxy shall not be allowed.

SECTION 9 VOTING RIGHTS

At any meeting of the Board of Directors, Special Committee, voting shall be by a show of hands unless the meeting decides upon a ballot. Decision shall be made by a simple majority of the votes cast, unless otherwise stated in the Constitution, By-Laws, Rules and Regulations of this Association. The Vice-Presidents, Secretary/Treasurer and Directors shall each have one (1) vote. The President shall not vote except in case of a tie.

ARTICLE X – AMENDMENTS

Amendments or alterations to this Constitution shall be by a two-thirds (2/3) vote of the Board of Directors present. The Secretary/Treasurer shall notify all members of the Board of Directors of any changes in the Constitution, By-Laws, Rules and Regulations of this Association within thirty (30) days of the date of the change.

SECTION 1 NOTIFICATION OF INTENT TO AMEND

The Secretary-Treasurer shall notify all association members of any intentions to amend the By-Laws or Constitution of PNAHA. This notification shall be in writing, stating the suggested wording of the proposal, 45 days prior to the meeting at which the proposal will be voted on. Any individual or association wishing to amend the By-Laws or Constitution must submit its suggestion, in the proper format, 60 days prior to the meeting at which the proposal will be voted on.

ARTICLE XI - POLICIES SECTION

1: ZERO TOLERANCE POLICY *(Yellow text below from USA Hockey Annual Guide 21-22)*

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur.

All players, coaches, officials, team officials and administrators and parents/ spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

PLAYERS

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Taunts or incites an opponent.
3. Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

COACHES

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene, profane or abusive language to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful, or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

OFFICIALS

Every attempt should be made by the local Officials Association to train and schedule officials of the appropriate level and competence for each games level and age of play.

Officials are required to conduct themselves in a businesslike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

PARENTS/SPECTATORS

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

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:

1. Use of obscene, profane or abusive language to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.

3. 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.

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

ADMINISTRATORS

Administrators are the key to building a positive, growing and safe USA Hockey Community. Create a culture that is:

1. Welcoming
2. Protected
3. Respected
4. Connected
5. Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game as a result of a violation of the Zero Tolerance Policy.

SECTION 2: SAFE SPORT (REFERENCE www.usahockey.com/safesportprogram)

The safety of its participants is of paramount importance to USA Hockey. USA Hockey Safe Sport is the organization's program related to off-ice safety.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey Safe Sport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

SECTION 3: SCREENING POLICY

Please Refer to the [USA Hockey National Level Background Screening Policy](http://www.usahockey.com/backgroundscreen)
<www.usahockey.com/backgroundscreen

PNAHA BYLAWS

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ARTICLE I - USA HOCKEY PREEMINENCE

The Pacific Northwest Amateur Hockey Association ("PNAHA"), an Affiliate Association of USA HOCKEY, Inc. in accordance with its Affiliate Agreement with USA Hockey, shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, and the decisions of the Board of Directors of USA HOCKEY, whose governing documents and/or decisions shall take precedence over and supersede all similar governing documents and/or decisions of PNAHA. Further, PNAHA (i) shall assist in the administration and enforcement of the provisions of the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA HOCKEY, within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by the following core values of USA Hockey:

SPORTSMANSHIP - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.

INTEGRITY - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

PURSUANT OF EXCELLENCE AT THE INDIVIDUAL, TEAM, AND ORGANIZATION LEVELS - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

ENJOYMENT - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

LOYALTY - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

TEAMWORK - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

ARTICLE II – INTERPRETATION

Subject to Article I and the provisions respecting the pre-eminence of USA Hockey's governing documents and decisions over all similar governing documents and decisions of PNAHA, these Bylaws shall also be subject to the PNAHA Constitution and PNAHA's Articles of Incorporation, but shall take precedence over the PNAHA Rules and Regulations. To the extent there is any conflict among the PNAHA governing documents, the Articles of Incorporation shall take precedence over the PNAHA Constitution, which shall take precedence over these Bylaws, which shall take precedence over the PNAHA Rules and Regulations.

ARTICLE III – INDEMNITY

SECTION 1: USA HOCKEY

PNAHA, an Affiliate Association of USA HOCKEY, shall indemnify and hold harmless USA HOCKEY, the Board of Directors of USA HOCKEY and each member thereof, the Executive Committee and each member thereof, the councils and committees of USA HOCKEY and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA HOCKEY from any and all claims liability, judgments, costs, attorneys' fees charges and expenses whatsoever, arising from the acts and omissions of PNAHA, except to the extent (i) that USA HOCKEY or its **afore described** representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA HOCKEY. Further, PNAHA understands and acknowledges that USA HOCKEY and its **afore described** representatives have assumed such assignment, function, office or capacity upon the

express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this bylaw.

SECTION 2: PNAHA

PNAHA hereby consents and declares that each of its officers, members of its Board of Directors, and all chairpersons and members of all PNAHA committees and all elected or appointed PNAHA or USA Hockey officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and their heirs, executors and administrators, estate and effect respectively shall from time to time and at all times be indemnified and saved harmless from and against all liabilities, judgments, costs, charges, and expenses whatsoever which such member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them in respect of any act, deed, matter or thing whatsoever made, done or permitted by them or about the execution of the duties of their office and also from and against all other costs, charges and expenses which they sustain or incur or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

ARTICLE IV – JURISDICTION/RESOLUTION OF DISPUTES

PNAHA shall have full and final jurisdiction over the members as well as over all ice hockey and related activities within the geographical boundaries of PNAHA as defined by USA HOCKEY and of ice hockey and related activities of those individuals or organizations belonging to PNAHA. Any appeal of such jurisdiction or a decision or action by PNAHA must be made to USA HOCKEY pursuant to USA Hockey's By-Laws.

In the event any controversy or dispute involves a suspension or expulsion of any party which under USA HOCKEY By-Law 10 must be decided in accordance with the provision of USA HOCKEY By Law 10, then the provisions and procedures of USA HOCKEY By-Law 10 shall apply and take precedence over the procedures contained in this By-Law.

In the event a controversy or dispute arises regarding the construction, interpretation and/or application of the Constitution, By-Laws, Rules and Regulations or decisions of PNAHA, and/or of its Member Organizations or any of its memberships, or the membership of its Member Organizations, by and between or involving PNAHA or its Member Organizations, which controversy or dispute does not involve a suspension or expulsion which under USA Hockey Bylaw 10 must be decided in accordance with USA Hockey Bylaw 10, such dispute or controversy shall first be submitted to the Board of Directors of the appropriate Member Organization or its designated body for resolution. The Board of Directors of the Member Organization, or its designee, shall submit its/their decision, in writing to the affected parties, no more than ten (10) days from the date the Board is formally advised in writing of the existence of the dispute or controversy by either party. The decision of the Board of the Member Organization shall be final, unless either party shall, within seven (7) days from the date of the Board action, initiate arbitration as hereinafter provided.

A. SCOPE

The procedures authorized by this By-Law shall be the sole mechanism for the resolution of any controversy, question or dispute regarding or having an impact on amateur hockey or amateur hockey players ("Dispute") within the subject matter described in this By-Law.

It is the specific purpose of this By-Law, in conjunction with any rules and regulations established by PNAHA's Board of Directors, to provide for an efficient, orderly and uniform method of resolving all Disputes which utilizes the specific skills, expertise and background of people experienced in hockey and sports administration matters ("Dispute Resolution Procedure"). It is the further purpose of this By-Law to provide an administrative procedure that is a full and complete substitute for any court proceedings. Any action, regardless of intent, which may have the effect of avoiding or impairing any aspect of the Dispute Resolution Procedure in this By-Law or that authorized by a Member Organization, and specifically including any action in resorting to a court or forum other than as established in this procedure, is prohibited and shall be grounds

for suspension by PNAHA and the appropriate governing body of all parties, persons or entities participating in or aiding such action.

Each person and entity within the jurisdiction of the Corporation (including each Registered Team Member, Allied Corporation (including each Registered Team Member, Allied Member, Member Organization, Member Team, player, coach, official, referee, parent, guardian, agent or other person, and each association, league, club, sponsor, facility or other group or organization agrees to abide by the Dispute Resolution Procedure by virtue of their membership, affiliation or participation at any time in PNAHA or a PNAHA game or program, and agrees to completely forego any remedy and any recourse to court regarding the matters expressly or impliedly covered by the Dispute Resolution Procedure.

B. SUBJECT MATTER

The Dispute Resolution Procedure shall apply to:

1. The construction, interpretation and/or application of the Constitution, ByLaws and Rules and Regulations of PNAHA, and comparable documents of its Member Organizations, Member Teams or Allied Members, and its or their local associations or leagues;
2. The decisions or actions of any Board of Directors, director, officer, employee, agent or other duly authorized representative or committee of PNAHA, its Member Organizations, Member Teams or Allied Members, or their local association or leagues (each. a "Governing Body");
3. The relationships and arrangements between PNAHA and any Member Organization, Member Team, Registered Team Member, Allied Member or local association or league;
4. The authority, relationships and arrangements by or among any Registered Team Member, Allied Member, local association or league, and the members or constituents of any of the foregoing; and
5. Claims or demands for monetary compensation between Members in any way arising out of or relating to participation in the sport of hockey.

Notwithstanding anything to the contrary contained in items 1 through 5 of this Section B of Article IV, this Article IV shall not apply to any decision or action involving the suspension or expulsion of any Member which under USA Hockey By-Law 10 must be decided in accordance with the provisions and procedures set forth in USA HOCKEY By-Law 10.

C. COMMENCEMENT OF ARBITRATION: REQUIREMENTS

It is necessary precondition to initiation of arbitration that the applicable Governing Body administrative dispute resolution process, including any administrative appeal, be fully and completely exhausted. A waiver of, or failure to exercise or participate in any such dispute resolution process or administrative remedy ("Waiver") is not an exhaustion of remedies. A party's Waiver (including resort to a court or forum other than as established in this procedure) shall not diminish or alter the requirements or authority of this By-Law. The last decision of a Governing Body which exhausts that Governing Body's dispute process shall be final and binding on the parties unless arbitration is timely commenced in accordance with this By-Law.

Arbitration shall be commenced by the party seeking relief ("Petitioner") filing a written statement with the President of PNAHA ("Petition for Arbitration" or "Petition") containing:

1. The name of the Governing Body whose administrative decision is being appealed;
2. the date of the decision from which an appeal is sought;
3. the concise statement of the issue(s) to be arbitrated;
4. a concise statement of the reason(s) why the decision appealed from should be reversed;
5. citation to each specific section of the appropriate Governing Body Constitution, By-Law, Rule, Regulation, decision or other document relating to "3" and "4" above; and
6. the specific relief sought

If the decision appealed from is in writing and has been delivered to the Petitioner, a copy must accompany the Petition for Arbitration. A notice of intent to pursue arbitration, or any other statement lacking the detail set forth above, shall be insufficient to satisfy the applicable time requirements or initiate the arbitration process.

The Petition for Arbitration shall be filed with PNAHA's President within seven (7) days from the date of the decision from which relief is sought, with an exact copy concurrently provided to each person and/or Governing Body named in the Petition. For purposes of this paragraph C, "filing" shall be deemed to have occurred upon receipt by the elected President.

If the President is named as a party in the Petition for Arbitration or believes he/she cannot act impartially, he/she shall so advise the PNAHA Board of Directors, who shall promptly appoint a member of the Board of Directors, or another disinterested person, to fulfill the required duties, in which case all further references in this Article IV to the "President" shall refer to such appointed person.

The elected President shall supervise, but not take part in, the arbitration. If the President determines that an additional person or Governing Body should receive notice of the Petition for Arbitration, the President shall so advise the Petitioner, who shall promptly serve the Petition on all those named by the President. Thereafter, each additional person and Governing Body shall be allowed to participate fully in accordance with these provisions. If the President determines that any person or Governing Body is not a necessary party to the proceeding or that they may have been named to obtain a tactical advantage for Petitioner, the President shall exclude that person or Governing Body from naming a Partisan Arbitrator and participating in the selection of the Neutral Arbitrator(s).

Any party responding to a Petition for Arbitration ("Respondent") shall have seven (7) days after receipt of said Petition within which to file with the President, and serve on Petitioner(s) a written response stating its version of matters set forth on the Petition ("Response").

Upon receipt of a Petition for Arbitration and any Response thereto, the President shall promptly review these and determine whether the matter is properly arbitrable under this By-Law and whether all requirements have been complied with. If the Petition and Response are accepted by the President, a dated written notice shall be given to all parties and the arbitration shall commence ("*Initiation Date*"). If any submission to the President is incomplete, the party responsible shall be notified and shall have five (5) days to remedy all such defects and file such revision with the President. If the Petition and Response are accepted by the President, a dated, written notice shall be given to all parties and the arbitration shall commence ("*Initiation Date*"). If any submission to the President is incomplete, the party responsible shall be notified (and all other parties copied on that notice) and shall have five (5) days to remedy all such defects and file such revision with the President. The party remedying the incomplete filing shall submit the remedied documents to the President and all parties. If the revised Petition and/or Response are accepted by the President, a dated, written notice shall be given to all parties and the arbitration shall commence ("*Initiation Date*"). If the party fails to remedy the incomplete filing in a timely manner, the President may take such action as the President deems appropriate, including deciding the arbitration against the party not remedying the incompleteness. Prior to the selection of arbitrators, the President may, at his/her discretion, realign the parties to more accurately reflect the interests at issue, and thereafter the number and selection of Partisan and Neutral Arbitrators shall be in accord with that realignment. The President may, at his/her discretion (I) restate, modify, delete or add any issue(s) to be presented for arbitration, and his/her determination shall be binding on the arbitrator and (II) make any other decision or take any other action otherwise permitted by these ByLaws despite the fact that any party has failed to comply with any requirement of the arbitration process specified herein. In performing any duty, the President may designate other members of the PNAHA's Board of Directors, or PNAHA's outside legal counsel to assist him/her. Any decision of the President that the matter is not arbitrable, or in any other way terminates the entire proceeding, shall be immediately appealable to the PNAHA Board of Directors. Failure to timely comply with the President's directions and/or file an appeal with the PNAHA Board of Directors shall terminate the arbitration procedure and the immediately preceding administrative decision shall be final and binding on all parties.

D. Selection of Arbitrators: Time Limit; Qualifications

Each party to the arbitration shall, within five (5) days of the Initiation Date, advise each other party and the PNAHA President in writing of the identity of its arbitrator (who cannot be the Petitioner) ("Partisan

Arbitrator"). Within seven (7) days after notification of such selection, or after expiration of the time for selecting said Partisan Arbitrator, each Partisan Arbitrator shall identify its side's candidate for the "Neutral Arbitrator" and provide information about that individual's qualifications to the other Partisan Arbitrator(s) . Within seven (7) days after the date requiring identification of the candidates for Neutral Arbitrator(s) , the Partisan Arbitrators shall complete selection of the Neutral Arbitrator(s). The total number of arbitrators shall be an odd number. In those cases where there are more than two parties, a number of Neutral Arbitrators shall be selected so that no party, or combination of parties, to the dispute can control the decision in the absence of the vote of the Neutral Arbitrators. Any question as to the number of arbitrators shall be determined by the President.

The Partisan Arbitrators, consistent with the purpose and intent of this By-Law, may select as Neutral Arbitrators, only individuals who are generally experienced and knowledgeable about amateur hockey and sports administration concepts that pertain to the issue(s) to be arbitrated. However, officers, directors or employees of PNAHA may not serve as Neutral Arbitrators. The Partisan Arbitrators shall have the joint responsibility of promptly notifying the President of the name, address and qualifications of each candidate for Neutral Arbitrator, and a representation of their willingness to serve. The selection of each Neutral Arbitrator shall be subject to the approval of the President, except in those matters where PNAHA is a properly named party to the arbitration. If the Partisan Arbitrators are unable to select the Neutral Arbitrator(s) within the time period provided, each Partisan Arbitrator shall have five (5) days within which to file with the President a list of candidates, not exceeding two for each Neutral Arbitrator to be selected, together with a resume of each person's qualifications. The President shall then select the Neutral Arbitrator(s), but in doing so is not limited to the names submitted by the Partisan Arbitrators. A party's refusal or failure to nominate or select a Partisan or Neutral Arbitrator within the time period provided shall forfeit that party's right to such selection; however, the arbitration shall proceed, and the remaining arbitrators selected in accordance with the provisions herein shall determine the matter in dispute as though they were appointed by all of the parties for such purpose. After approval or selection of the Neutral Arbitrator(s), the President shall advise the Partisan Arbitrators and each Neutral Arbitrator shall be promptly notified of his/her selection by the Partisan Arbitrators. The President shall provide the Neutral Arbitrator with the list of issues, the Petition to Arbitrate and the Responses, all other documents received by the President that the President believes are relevant, the USA Hockey Annual Guide and any other advice in order to be able to arbitrate the matter.

E. Arbitrator's Authority; Burden of Proof

In all instances, except where the arbitration hereunder is the initial administrative proceeding on that matter at any level ("Original Administrative Proceeding") , the Arbitrator's authority shall be strictly limited to a determination of whether there was:

1. An abuse of discretion by the decision maker in the prior administrative decision in interpreting the Constitution, By-Laws, Rules and Regulations, procedures or decisions applicable to the issue(s) ; and /or
2. any arbitrary or capricious action in the decision making process of the prior administrative proceeding which would have produced a different decision were such behavior not present.

If the burden of proof is not met as to whichever of these items applies, then the decision of the arbitrators must uphold the prior administrative ruling.

In making their determination, the arbitrators:

1. Shall not conduct a de novo investigation or hearing (except in Original Administrative Proceeding) ;
2. Are limited to those issues presented in writing as provided herein;
3. Shall not strike, amend, modify, ignore or add to the By-Laws, Rules and Regulations or procedures or decisions of USA HOCKEY, PNAHA, or comparable documents of any Governing Body, except where such documents of such Governing Body are in conflict with those of USA HOCKEY or PNAHA.

4. Shall defer to the construction and interpretation made by a Governing Body's duly authorized personnel with respect to that Governing Body's Constitution, By-Laws, Rules and Regulations, procedures and decisions.
5. Shall not substitute their own construction or interpretation of the foregoing; when there is a conflict between Governing Bodies as to which Constitution, By-Law, Rule or Regulation may apply, they shall be given precedence in the following order; National, District, PNAHA and then local.
6. Shall not make any finding or decision based on the fact that another inference or interpretation may exist which is reasonable, but different than that of the Governing Body's.

The burden of presentation and persuasion rests with that party seeking to overturn the finding or decision of the prior administrative proceedings on that particular issue. Inferences or conclusions may be drawn from the failure to produce available information, materials or witnesses. The burden of proof shall be the equivalent of the highest degree of proof required in any civil proceeding.

F. Hearing Procedure

The arbitrators may render their decision based on the written submissions of the parties and/or the evidence taken as part of the hearing. The arbitrators may, in their discretion, hold formal or informal hearings (including by phone or other reasonable means), require the testimony or attendance of witnesses and production of documents, and take testimony and receive evidence they believes is relevant to the issue(s) before it, place limits on time, evidence and documentation, establish other hearing rules and the Rules of Evidence in Judicial Proceedings shall not apply to this hearing. It is also permissible for the arbitrators to not require any further submissions or evidence than the Petition and Responses or other written submissions. The arbitrators shall render their decision within twenty (20) days from the date the matter is deemed submitted, unless agreed to by a majority of arbitrators. The decision shall be in writing, dated and set forth findings of fact, along with the reasoning and conclusion of the arbitrators. Copies of the decision shall be provided to all parties and to the President.

G. Appeal; Finality

The decision of the arbitrators and/or President shall be final and binding on all parties and there shall be no appeal of the decision unless the decision is appealable under the USA Hockey Bylaws, in which case an appeal may be made to the appropriate party for such appeal (per USA Hockey Bylaw 10).

H. Expenses

A bond of \$500.00 in the form of a certified check payable to PNAHA (or such other amount as the Board of Directors may from time to time establish) shall be posted by Petitioner at the time of filing the petition for Arbitration. The President shall have the discretion of setting a bond for any Respondent in an amount that may be less than that required of Petitioner, or of waiving said bond entirely. The Respondent's bond shall be posted at the time of selection of that Respondent's Partisan Arbitrator. Regardless of the amount of any bond posted, a party shall be liable in full for those costs assessed pursuant to this By-Law.

The cost incurred for the services of all arbitrators, and any outside counsel consulted by PNAHA or its officers or Board of Directors, including per diem expenses, actual and necessary travel, and all other costs shall be borne by the party who does not prevail in the arbitration. The arbitrators may also impose against a party who does not prevail, the costs of the prevailing parties upon a showing of such proof as the arbitrators may reasonably request. Generally, the definition of "prevailing party" shall be, if the Petitioner had (i) the decision, in its entirety reversed or modified or (ii) each of its issues decided in its favor, and if the Respondent, had (iii) the decision in its entirety upheld or (iv) each of the issues of the Petitioner decided in its favor. Cost shall include the fees and expenses in obtaining or producing materials and witnesses, and those associated with each person working on this matter on behalf of the prevailing party. In light of the vital services provided by volunteers in all phases of hockey, "cost" as used herein shall also include the value of a volunteer's time as measured by that individual's customary work position or the nature of the services actually rendered, whichever is greater. All costs determined herein shall be deducted from the bond and paid

within fourteen (14) days. The unused portion of any bond required herein shall be maintained by the Corporation to cover indirect expenses related to the administration of the dispute resolution procedure.

I. Exclusive Remedy

For those Disputes which fall within the jurisdiction of this By-Law, the procedure established herein shall constitute the sole and exclusive remedy. Failure to follow and abide by these provisions shall subject a party, and any person or entity representing, participating with or aiding such party, to the following:

1. Liability for any and all expenses and costs, direct and indirect, and including reasonable attorney fees and the value of volunteer time, incurred by PNAHA or any other Governing Body; and
2. Immediate suspension and/or disqualification from membership and forfeiture of the right to participate in PNAHA or any of its sanctioned events or any of its Member Organizations or Member Teams.

J. Court Proceedings

In the event of recourse to the courts of any jurisdiction on any matter and for any reason and without adhering to these Bylaws (and without altering prohibition against such recourse stated in these By-Laws) , the following principles shall prevail:

1. the laws of the State of [Colorado] shall govern;
2. the constructions, interpretations, rulings, procedures, decision and opinions of a Governing Body, and its directors, officers and other duly authorized personnel, shall be deferred to as being the product of its experience and judgmental expertise in amateur hockey and in the administration thereof. In the event of a conflict in construction, interpretations, rulings, decisions and opinions between Governing Bodies, they shall be given precedence in the following order: USA Hockey, District, PNAHA and then local, with USA Hockey being considered the original Governing Body.
3. the fact that another reasonable inference or interpretation could be made will not be grounds for overruling or modifying a decision of a Governing Body (including its duly authorized personnel);
4. only the evidence and theories explicitly presented to the highest Governing Body for its consideration prior to the rendering of any decision by that Governing Body shall be presented or considered in court;
5. the burden of proof shall be on the party attempting to have any decision or action of a Governing Body or PNAHA (including either of their duly authorized personnel) reversed, modified or changed in any way, and said burden shall be the equivalent of the highest degree of proof required in any civil proceeding;
6. given the fact that PNAHA and the Governing Bodies are not-for-profit organizations administered by volunteer effort, each party not successful in overturning in its entirety a procedure, ruling or other decision of a Governing Body, shall pay for any and all fees, expenses and other costs of PNAHA and of the Governing Body with respect to that matter (including, but not limited to: attorney's fees, court, court reporter, transcript, document and exhibit costs; fees and expenses of consultants, experts, investigators and witnesses, and in obtaining or producing materials or evidence, transportation and other per diem or incidental expenses of each of the foregoing and of all volunteers; and, the value of each volunteer's time, both in and out of court, as measured by that individual's customary work position).

K. Conflict with USA Hockey Bylaws.

In the event of any conflict between this Article III and the USA Hockey Bylaws, the applicable provisions from the USA Hockey Bylaws shall govern.

ARTICLE V - SUSPENSIONS AND EXPULSIONS

The discovery of any violation of the Constitution, By-Laws, Rules and Regulations or decisions of the Board of Directors of PNAHA by any Member Organization, Member Team, Allied Member or any other member player, of this Association, shall subject the offending member or player to suspension by the Board of Directors. However, except in those situations where the USA Hockey Bylaws allow for a suspension or expulsion prior to or without a hearing before any action may be taken, a hearing must be held in accordance with the provision of USA Hockey Bylaw 10.

In these situations or circumstances where the USA Hockey Bylaws allow an appeal of a suspension or expulsion, any suspended member or player shall have the right of appeal to the Board of Directors at its next meeting for a review of a suspension or expulsion. In the event of appeal, to overturn the previous action, a two-thirds (2/3) majority vote of the members shall be required.

ARTICLE VI - MEMBERSHIP

SECTION 1: APPLICATION

1. Application for future membership in PNAHA shall be in writing on the PNAHA Membership Application Form according to the PNAHA Membership Application Procedure and shall be accompanied by the \$250.00 PNAHA Membership Application Fee. Members shall fall into three categories: Member Organizations, Member Teams and Allied Membership, according to the requirements and qualifications set forth herein.

2. Current members that do not meet the qualifications set forth in Section 2 below for their current membership classification in a given regular season shall automatically forfeit its membership, unless the member qualifies for a different classification, in which case the member shall continue as a member in that classification. Any member that completely forfeits its membership for failing to meet the qualifications set forth in Section 2 below must reapply for membership as outlined herein.

SECTION 2: QUALIFICATIONS FOR MEMBERSHIP

The membership of this Association shall be composed of ice hockey organizations, teams and individuals in the categories described below. The following are the qualifications for membership as a Member Organization, Member Team or Allied Member:

1. Member Organizations

a. Member Organizations must properly register its teams with USA Hockey and comply with the By-Laws, Constitution, Policies and Rules and Regulations of PNAHA and USA Hockey.

b. Member Organizations must field no less than one team in at least three recognized USA Hockey youth age divisions, or no less than two recognized USA Hockey Girls/Women's age divisions.

c. The PNAHA Board of Directors of PNAHA shall establish the criteria to become a Member Organization. Such criteria shall include, but are not limited to the following:

i. The organization must have a board of directors.

ii. The organization's operations must be consistent with and follow the By-Laws, Rules and Regulations, and Policies of USA Hockey and PNAHA.

iii. The organization must demonstrate the financial capacity to operate the programs as presented in their application.

- iv. The organization must be able to provide or access sufficient ice to consistent with the size of its program.
- v. The organization must maintain director and officer liability insurance and PNAHA must be named as an additional insured.
- vi. The organization must be able to demonstrate an internal development program for current and future players, such as an affiliation with a USA Hockey beginner program or if a plan involves an external entity, a letter must be included from the external party confirming the relationship.

d. The Member must be a Member in Good Standing under subsection 4 below.

2. Member Teams

- a. Member Teams must properly register with USA Hockey and comply with the By-Laws, Constitution, Policies and Rules and Regulations of PNAHA and USA Hockey.
- b. The PNAHA Board of Directors shall establish the criteria to become a Member Team. Such criteria shall include, but are not limited to the following:
 - i. The team must have a board of directors or a designated PNAHA Team Representative.
 - ii. The team's operations must be consistent with and follow the By-Laws, Rules and Regulations, and Policies of USA Hockey and PNAHA.
 - iii. The team must demonstrate the financial capacity to operate the programs as presented in their application.
 - iv. The team must be able to provide or access sufficient ice to support an appropriate number of home games and practices consistent with the size of its program.
 - v. The designated Team Representative must sign a hold harmless agreement acceptable to PNAHA.

c. The Member must be a Member in Good Standing under subsection 4 below

3. Allied Membership: Allied Membership shall be granted to the following individuals.

- a. USA Hockey officers and directors, and council, section and committee members (elected or appointed).
- b. Honorary and lifetime directors of PNAHA.
- c. Officers, coaches and team officials from Member Organizations and Member Teams.
- d. Parents of registered players.

4. Membership in Good Standing.

- a. All Member Organizations and Member Teams must be "Members in Good Standing" with PNAHA and USA Hockey. Each Member Organization and Member Team shall

submit to PNAHA each year, including but not limited to, a copy of its Constitution or Articles of Incorporation, By-Laws, Rules and Regulations (if any), USA Hockey Member Program Agreement to Adopt and Comply with Safe Sport Program, a list of their current officers, and a membership compliance checklist using PNAHA's current form, all certified by its presiding officer (i.e., the President, owner or designated Team Representative), prior to PNAHA's spring/summer meeting.

Membership within PNAHA is non-transferable without the written consent of PNAHA, which shall require at a minimum certification that the organization or team continues to satisfy the membership requirements and is a Member in Good Standing.

- b. Members who conduct themselves in such a manner as to cause harm to the credibility of PNAHA and youth hockey put their "Membership in Good Standing" at risk. Conduct of this nature includes, but is not limited to, organizational recruitment of players from other members, failure to pay ice rinks, failure to pay leagues, suppliers and officials, knowingly rostering a player not in good standing with his/her previous USA Hockey organization, and providing false information to donors. Members who are alleged by PNAHA or its Board of Directors to have conducted themselves in a manner which violates these Membership in Good Standing guidelines are required to respond to the PNAHA Board of Directors or such committee as the Board delegates, and to informational requests from such parties, to review potential disciplinary actions.
- c. In the event any Member Organization or Member Team is alleged by the PNAHA Board of Directors or a committee designated by the Board or the PNAHA Board of Directors to have violated the Membership in Good Standing guidelines, may be suspended by PNAHA, or PNAHA may impose other disciplinary action, following a hearing held in accordance with USA Hockey Bylaw 10 unless, under the USA Hockey Bylaws, no such hearing is required.

SECTION 3: VOTING

- 1. Each Member Organization shall be represented by one (1) director who shall have one (1) vote, as elected by the participants of the Member Organization.
- 2. The Member Teams shall be collectively represented by one (1) director elected by the participants of the Member Teams.
- 3. Allied Members shall not have a vote.

SECTION 4: MEMBERSHIP COMMITTEE

The PNAHA President shall appoint a Membership Committee of three to five persons whose role shall be to review Membership Application Forms for completeness, provide applicants with assistance with completing the applications according to the Membership Application Procedure, reviewing the applications and making recommendations to the PNAHA Board of Directors on whether the Member Organization(s) or Member Team(s) have satisfied the membership requirements for the applicable membership classification.

ARTICLE VII - REGISTRATION

SECTION 1: FEES

Each member association, club, league, team or other organization shall pay a registration fee as established annually by the Board of Directors, payable at the PNAHA Annual Fall Meeting. All intermediate and senior teams shall pay an annual registration fee as established by the Board of Directors. *(Note: These fees are paid to PNAHA from USA Hockey Registration Fee system)*

SECTION 2: DUES

Each member association, club, league, team or other organization will pay annual "players dues" per player, per team, per year. All "players dues" shall be paid by 1 November of the current year. As players are acquired throughout the current year, "player dues" are to be paid within 30 days of registration. *(Note: These fees are paid to PNAHA from USA Hockey Registration Fee system)*

SECTION 3: SANCTIONS

Members failing to pay the established registration fees, "players dues" and/or fines, when payable, shall be subject to immediate suspension from PNAHA. The continued failure to pay the required registration fees and/or dues for a period of thirty (30) days shall result in the loss of membership.

ARTICLE VIII - BOARD OF DIRECTORS

SECTION 1: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors of this Association shall formulate, prescribe, alter and amend the Constitution, By-Laws, Rules and Regulations for the government of PNAHA, not inconsistent with the scope and provisions of the PNAHA Constitution, By-Laws, Rules and Regulations or those of USA HOCKEY.

SECTION 2: BOARD OF DIRECTORS

The Board of Directors of PNAHA shall assume such powers and duties as follows:

1. To fill any vacancy that may occur among the elected officers of this Association until the Annual Meeting.
2. Impose and enforce penalties for any violation of the Articles of Incorporation, Constitution, By-Laws, Rules and Regulations of PNAHA or of USA HOCKEY.
3. To act upon any temporary ruling by the president, other officers or special committee, not provided for in the By-Laws, or Rules and Regulations of PNAHA.
4. To establish and collect the fees and funds of PNAHA and direct the expenditure of monies.
5. To serve as chairman of such or committees as may be directed by the president of the Board of Directors, report the recommendations and proposals of such committees to the Board of Directors for appropriate action and-assist the officers in the operation of PNAHA.
6. To establish and define the rules and laws of amateur hockey within the jurisdiction of the affiliate.
7. Have immediate access through a qualified auditor on demand or on the demand of the President, to all books, vouchers, receipts and records generally pertaining to the finances and operation of PNAHA, its members, officers and directors.

8. To remove forthwith, from office, any officer or member of the Board of Directors for good cause or conduct detrimental to the sport of ice hockey.

ARTICLE IX - OFFICERS/OFFICIALS POWERS AND DUTIES

SECTION 1: PRESIDENT (VOTING MEMBER)

The powers and duties of the President shall include:

1. Preside at all meetings of PNAHA.
2. The power to call special meetings of PNAHA at his/her discretion.
3. The power to determine questions arising from emergencies not provided for in the Constitution, By-Laws, Rules and Regulations.
4. He/she shall attend and represent PNAHA in any and all ice hockey meetings within the jurisdiction of PNAHA when deemed necessary.
5. He/she shall attend the USA HOCKEY Annual Meeting and any other meetings as may be required as the official representative of PNAHA.
6. He/she shall have the power to institute disciplinary proceedings for good cause or conduct that is detrimental to ice hockey, and/or, when authorized to do so without a prior hearing under the USA Hockey Bylaws, take disciplinary action as deemed necessary against a Member Organization, Member Team, Allied Member or any association, league, club, team, coach, player or official for unsportsmanlike conduct on or off the ice, or for abusive language to any officials, or for failure to comply with the Constitution, ByLaws, Rules and Regulations of PNAHA or USA Hockey. Any ruling by the President may be appealed to the Board of Directors, in writing, to the Secretary within fifteen (15) days after the receipt of the notification of the ruling. The Secretary shall notify the Board, by phone, within 48 hours.
7. He/she shall perform any and all duties usual to the office of the president including the powers and duties of the Board of Directors in cases of emergency when it is impossible or impractical to summon a meeting of the Board of Directors to secure a vote.

SECTION 2: VICE PRESIDENT(S) (VOTING MEMBER)

1. The powers and duties of each Vice President shall include:
2. That the 1st vice president will assume all the powers and duties of the President in the event of his/her absence or incapacity.
3. To perform any and all functions as may be directed by the President or the Board of Directors.
4. He/she shall attend all meetings of PNAHA and any other meetings as prescribed by the President or Board of Directors.

SECTION 3: SECRETARY-TREASURER (VOTING MEMBER)

The Secretary-Treasurer as secretary shall keep the records of the PNAHA, conduct correspondence, issue notices of all meetings, and perform the duties usual to the office, including:

1. He/she shall attend all meetings of PNAHA.
2. He/she shall send typed minutes of all meetings of PNAHA to the elected officers and members of the Board of Directors within fifteen (15) days of any official meeting.

3. He/she shall submit to USA HOCKEY an annual report of the activities of his/her affiliate for incorporation in the published Official USA HOCKEY Guide Book.
4. He/she shall send a list of all ice hockey officers to the members of the Board of Directors for dissemination to his/her respective local associations.

The Secretary-Treasurer, as treasurer, shall have the responsibility for receiving all funds due PNAHA, depositing them in a chartered bank, and paying the rightful obligations of PNAHA. He/she shall have all other duties usual to the office of treasurer, including:

1. He/she shall receive all dues and fees for membership in PNAHA and deposit them to the account of the Association.
2. He/she shall be the signatory of checks of PNAHA account, however, in the event of emergency, this duty may be deferred to the president.
3. He/she shall attend all official functions of PNAHA where his services may be required.
4. He/she shall render a financial statement at the Annual and General Meetings of PNAHA, including an accurate and detailed record of all income and expenses.

SECTION 4: SUPERVISOR OF OFFICIALS (NON-VOTING MEMBER)

It shall be the responsibility of the Supervisor of Officials to select and supervise the "on-ice" officials for any PNAHA sponsored event including tournaments and playoffs. He/she shall insure that adequate and qualified officials are available for each game. He/she shall also advise the members of the Board of Directors of new rules and regulations that are passed by USA HOCKEY that will affect play in their respective associations. He/she shall be responsible for the official USA HOCKEY interpretation of the playing rules at all tournaments and playoffs of PNAHA.

SECTION 5: COACHING DIRECTOR (NON-VOTING MEMBER)

It shall be the responsibility of the Coaching Director to supervise the coaching program deemed by USA Hockey. The Coaching Director will act as liaison for other PNAHA Association coaching staffs in the capacity of advisor.

SECTION 6: PLAYER DEVELOPMENT DIRECTOR (NON-VOTING MEMBER)

It shall be the responsibility of the Player Development Director to supervise the Development Program of PNAHA including working directly with all Affiliates to improve player development within the state. The Player Development Director will act as liaison between and advisor to all PNAHA player development staff. The Player Development Director will be responsible for administering the PNAHA evaluation process and the selection of PNAHA players to any USA Hockey camps or events.

SECTION 7: SENIOR DIRECTOR (NON-VOTING MEMBER)

Liaison with all senior teams in PNAHA region.

SECTION 8: JUNIOR DIRECTOR (NON-VOTING MEMBER)

Liaison with all Junior teams in the PNAHA region.

SECTION 9 GIRLS/WOMEN'S DIRECTOR (NON-VOTING MEMBER)

It shall be the responsibility of the Girls/Women's Director for the planning, development and conduct of the girls/women's hockey within PNAHA. Shall work directly with each Affiliate in growing interest towards independent girls/women's programs. Will have the responsibility of planning, scheduling, and maintaining the budget for the Girls/Women's Development Camp. As the Girls/Women's Director you will be responsible for administering the PNAHA evaluation process and the selection of PNAHA players to any USA Hockey camps or events. *(Note: Voted and Approved at September 11, 2021 Fall Meeting)*

SECTION 10 SAFE SPORT COORDINATOR (NON-VOTING MEMBER)

Each USA Hockey Affiliate shall have an Affiliate Safe Sport Coordinator whose duties will include monitoring the training of local program administrators and others within the Affiliate, serving as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Affiliate and, when appropriate, reporting such information to USA Hockey.

SECTION 11 AMERICAN DEVELOPMENT MODEL COORDINATOR (NON-VOTING MEMBER)

Each USA Hockey Affiliate shall have an American Development Model (ADM) Coordinator whose duties will include assisting with training of local programs and others within the Affiliate, serving as the Affiliate's initial contact for persons with questions around the ADM Model and implementation in their affiliate. The ADM Coordinator will also share information from USA Hockey to the other affiliates within PNAHA.

SECTION 12 GOALIE DEVELOPMENT COORDINATOR (NON-VOTING MEMBER)

The Goalie Development Coordinator's (GDCs) multifaceted duties will include educating local goalie coaches, meeting with clubs and associations to implement goalie training curriculum and helping lead USA Hockey's student goaltending coach programs.

SECTION 13 REGISTRAR (NON-VOTING MEMBER)

The Registrar provides all registration functions for the PNAHA Affiliates within PNAHA.

SECTION 14 GROWTH DEVELOPMENT COORDINATOR (NON-VOTING MEMBER)

The Growth Development Coordinator - TBD

ARTICLE X - OFFICER'S/OFFICIALS EXPENSES

The following expenses will be reimbursed by PNAHA to all officers of PNAHA:

SECTION 1: PRESIDENT (VOTING MEMBER)

The President shall be allowed expenses to all meetings, tournaments and playoffs of PNAHA or required by PNAHA. These expenses include meals and lodging, commercial transportation, when necessary, in the performance of his/her duties. He/she shall receive reimbursement for postage and phone calls and other office expenses in the performance of those duties, air fare and lodging at the tourist rate to attend the USA HOCKEY National Annual Meeting. All expenses shall be allowed with the submission of a written statement, documentation of expenses and receipts to the Treasurer for payment.

SECTION 2: VICE PRESIDENT (VOTING MEMBER)

The Vice President shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 3: SECRETARY-TREASURER (VOTING MEMBER)

The Secretary-Treasurer shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 4: SUPERVISOR OF OFFICIALS (NON-VOTING MEMBER)

The Supervisor of Officials shall be allowed the same expenses as the president and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 5: COACHING DIRECTOR (NON-VOTING MEMBER)

The Coaching Director shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 6: PLAYER DEVELOPMENT DIRECTOR (NON-VOTING MEMBER)

The Player Development Director shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 7: SENIOR DIRECTOR (NON-VOTING MEMBER)

The Senior Director shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 8: JUNIOR DIRECTOR (NON-VOTING MEMBER)

The Junior-Director shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 9 GIRLS/WOMEN'S DIRECTOR (NON-VOTING MEMBER)

The Girls/Women' Director shall be allowed the same expenses as the President and under the same conditions, except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 10 SAFE SPORT COORDINATOR (NON-VOTING MEMBER)

Any expenses not reimbursed by USA HOCKEY will be paid by PNAHA except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 11 ADVANCED DEVELOPMENT MODEL COORDINATOR (NON-VOTING MEMBER)

Any expenses not reimbursed by USA HOCKEY will be paid by PNAHA except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 12 GOALIE DEVELOPMENT COORDINATOR (NON-VOTING MEMBER)

Any expenses not reimbursed by USA HOCKEY will be paid by PNAHA except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 13: REGISTRAR (NON-VOTING MEMBER)

Any expenses not reimbursed by USA HOCKEY will be paid by PNAHA except for those of the USA HOCKEY National Meeting and other meetings or events not authorized by the Board of Directors or the President.

SECTION 14 GROWTH DEVELOPMENT COORDINATOR (NON-VOTING MEMBER)

The Growth Development Coordinator – TBD

ARTICLE XI – AMENDMENTS

SECTION 1:

Amendments or alterations to these By-Laws shall be accomplished by a two thirds (2/3) majority vote of the Board of Directors at which a quorum is present.

SECTION 2:

The Secretary-Treasurer shall notify all members of the Board of Directors of any changes in the By-Laws, Rules and Regulations of PNAHA within thirty (30) days of the date of the change.

ADDENDUM #1 NOTIFICATION OF INTENT TO AMEND

The Secretary-Treasurer shall notify all PNAHA members of any intentions to amend the By-Laws or Constitution of PNAHA. This notification shall be in writing, stating the suggested wording of the proposal, 45 days prior to the meeting at which the proposal will be voted on. Any individual or association wishing to amend the By-Laws or Constitution must submit its suggestion, in the proper format, 60 days prior to the meeting at which the proposal will be voted on.

PNAHA RULES & REGULATIONS

[illegible]

ARTICLE I - MEMBERSHIP AND TEAM REGISTRATIONS

The USA HOCKEY Annual Guide shall prevail; with the exception that should any member organization fail to register all of their players and teams, they are not eligible for tournament sanction.

USA Hockey registration is performed online by accessing www.usahockey.com. Membership in PNAHA requires the completion of the PNAHA Membership Application form. PNAHA Membership Application and Membership Application Procedure forms can be requested from the PNAHA President.

The period from May 1 through August 31 of the same calendar year is considered the spring/summer hockey season. All applicable PNAHA BYLAWS and RULES AND REGULATIONS remain in effect. All Spring/summer league teams must be registered with USA HOCKEY and PNAHA.

AFFILIATE MEMBERSHIP

Affiliate membership in the Pacific Northwest Amateur Hockey Association (PNAHA) is available to any bonafide amateur ice hockey organization that has one or more teams who actively engage in competitive hockey and who are registered with USA HOCKEY and PNAHA. Application for affiliate membership shall be on an official affiliate membership application form or by letter, which includes the following information:

Name of Association

Location

Names, addresses and phone numbers of principal officers

Number and level of teams

ARTICLE II - CLASSIFICATION

The USA HOCKEY Annual Guide shall prevail

ARTICLE III – SUSPENSIONS

Each member organization shall act on all matters of suspension concerning players or team personnel registered with said member organization. Upon receipt of notification of an incident involving a possible suspension, a hearing shall be held within ten (10) days of the notification.

All persons involved in suspension hearings shall be given at least three (3) days notice (not including hearing date) as to the date, time and place of the hearing. At that hearing, all parties involved shall be entitled to be present or represented while testimony is given by one party.

Any person suspended for three (3) or more games, and/or twenty (20) or more days, may appeal the decision to the President of PNAHA, such appeal to be in writing and within ten (10) days of notification of suspension. Reasonable effort to review the appeal will be made within ten (10) days of receipt of the appeal, but will not exceed fifteen (15) days. The President's review and decision will be forwarded to all Board of Director members and the subject party concerned, the decision rendered will be final.

Each member organization shall have the power to suspend any member for conduct detrimental to hockey, either on or off the ice. This shall include abuse or threatening words or action towards any Officer or Game Official of the Association and/or PNAHA.

All appeals to the President of PNAHA must be accompanied by a certified check, made payable to PNAHA, in the amount of \$100.00.

Any team that leaves the ice during a game: the team, coach and/or team official may be suspended for a period of one (1) year and shall be suspended for a minimum of thirty (30) days.

A coach and/or team official who knowingly allows the participation of an ineligible **team member** in any game shall be suspended for a minimum of thirty (30) days.

All penalties dealing with suspensions must be reported by the referee to the member organization Director/President within twenty-four (24) hours. The Director/President will, in turn, immediately notify the President of PNAHA.

ARTICLE IV - ELIGIBILITY

1. All member organizations, associations, clubs, programs and teams affiliated with PNAHA must be in good standing with PNAHA.
2. All players must register online with USA Hockey.
3. All players and teams must be registered with PNAHA and USA HOCKEY. Teams will register its players on a USA HOCKEY "Official Team Roster" (Form 1-T). All entries will be completed and the form certified by the member organization. This form will be submitted to the PNAHA/USA HOCKEY Associate District Registrar postmarked no later than December 31. Any forms received after that date will be returned to the member association Director concerned with the notation "NOT ELIGIBLE FOR TOURNAMENT PLAY". All members of the Board of Directors will be notified.
4. A limit of twenty (20) players at any one time may be registered per team except for high school, which may register 30 players. A maximum of 20 players, in which not more than 18 are skaters, shall be permitted to play in the game. A minimum of six players are required to start a game.
5. A registered hockey team is one which has a minimum of nine (9) players on a team. **Except for 10U and under classifications.**
6. A player may not register on more than one team that participates in games leading towards a USA Hockey National Tournament except for High School Varsity and/or Prep School division, who may also play on a Youth or Girls'/Women National Championship-bound team. Player changes to official team roster for (1-T) for youth Tier I and Tier II teams and girls'/women's (except women's A) national championship bound teams will not be accepted after December 31. Girls may **dual** roster on a youth and girls' team by following the USA Hockey rules for National Championship bound teams and PNAHA **Rule 16**.
7. Any player participating in a "B" **State Tournament bound** hockey program may be registered on a "B" rep team, a house league team and a high school hockey team, providing they meet the eligibility requirements of that member organization program and/or league and are in good standing with USA HOCKEY and PNAHA.
8. A Tier I-Tier II registered player may also be registered with a house league and a high school hockey team provided he meets their eligibility requirements and is in good standing with USA HOCKEY and PNAHA.
9. Release: Players may only be registered and rostered in one association at a time (**see 16 for exceptions**). All PNAHA Associations shall require a written release for all players not registered with their Association in the previous regular season and/or current regular season, signed by the releasing Association's President, Vice President, Registrar or Board designated person, prior to acceptance of the player's registration with the new association. Failure to comply shall result in a monetary fine, payable to PNAHA, of \$50.00 for the first offense, \$100.00 for the second offense and \$200.00 for each occurrence after that for any playing year. All players should be in good standing with its releasing Association. A copy of the release shall be sent to the PNAHA President, by the releasing association.
10. Any team which includes players on its roster, who are new to PNAHA, must provide written evidence to PNAHA through the new Association that said player is in good standing (financially and otherwise) with his/her past team.
11. All matters concerning team and/or player eligibility shall be directed to the PNAHA President and/or Associate District Registrar.
12. No PNAHA member shall permit any player, team, or coach suspended by PNAHA or USA HOCKEY to participate in any game or play any team using such a suspended player, team, or coach.

13. No PNAHA member may use illegal or non-rostered players or play any team using any illegal or non-rostered players. No PNAHA member team may play any team that is under suspension by PNAHA or USA HOCKEY. Girls playing in boys' divisions must conform to the age classification rules for that division.
14. Tier II National Tournament Bound teams shall not include on its roster more than 5 players from outside that Member Organization/Member Team's membership from the prior year.

For the purpose of this rule the following will apply: A new Member Organization or Member Team will be on probation during the first year of membership and will not participate in the PNAHA State tournament.

All teams that are National Bound must submit a roster with players' previous year team to the Competition Committee Chair by November 1.

In certifying a team's roster for the Tier II National Bound team, PNAHA shall exclude the following players from the 5 outside player limit.

*Players who move legal residency and register at the nearest organization in proximity with a Tier II team.

*Players that did not play for a PNAHA member organization the prior year.

*Players moving to a new organization or team from an association that no longer exists.

*Players moving back to their home association within two years after playing for a Tier I team.

(A player's home association is the organization he/she played for prior to playing Tier I. **There will be no waivers or exceptions to this rule.**) *(Minutes June 2018)*

15. Foreign nationals who are being compensated for their services must provide documentation that they are legally able to work in the United States. PNAHA member associations shall abide by all state and federal laws.

16. Girls Rostering

Part 1: PNAHA support the USA Hockey position on promoting female hockey and agrees that in order to promote female hockey, a female player may register with another association as long as only one of the teams she is playing for is classified by USA Hockey as a Girls/Women team.

Part 2: All PNAHA **member organizations** will be bound by this decision.

Part 3: Female players who elect to play for a second association, either a youth association or a female association, must submit to the first association a letter of notification by the second association outlining the commitment requirements for participating with the second association. The first association must sign this letter as acknowledgement within two business days. A copy of the signed letter by both associations must be on file with each association prior to participating in any team event for a second association.

17. Teams participating at a Tier I/II level in the PNAHA league must participate at the same level when competing for a State title.
18. Every team needs to be registered with USA Hockey to the oldest player on the team. Any team that wishes to play against a lower age classification team needs to be notified the team before the game is scheduled and the game must be played to the lower age classification playing rules.
- For all nationally bound teams, the team needs to play in the classification of the team for the state tournament (all female players playing on a youth team must play within the age classification of the youth team),
 - For all State bound teams, if the team wishes to play in a lower age classification at a festival or state tournament, the team must be approved by the PNAHA Board of Directors at the January meeting,
 - If the team wishes to play in a lower age classification in a PNAHA state league, the team must be approved by the PNAHA Board of Directors at the September meeting,
 - If a non-national bound tournament team wants to play in a lower age classification at a tournament, the team needs written approval from the tournament director to play in a lower age classification,
 - Any team that wishes to play in a lower age classification in a league, the team needs written approval from the league to play in the lower age classification
 - If a team that is composed of players from more than 1 age classification and 75% or more of the players are from a lower age classification, the head coach needs to have the age specific module of the lower age classification in addition to the age specific module of the team classification. *(PNAHA Meeting Minutes September 2018)*

19. PNAHA State Tournament/Festival Participation Withdraws *(PNAHA Meeting Minutes June 2018)*
PNAHA State Tournaments/Festivals final participation declarations occur at the PNAHA Winter Meeting in January of each year. Each eligible PNAHA Association's PNAHA Rep will make the declaration for the local PNAHA Associations (B, 10U Festival and 12U Festival teams) at this time. No changes, waivers, or exceptions will be accepted after the Winter Meeting.

Any B, 10 Festival and 12U Festival teams (youth and girls) that declares its intention to participate per PNAHA State/Festival requirements and thereafter withdraws shall (1) forfeit its tournament fee entry fee; (2) be liable to the Host for financial loss sustained by the Host including, without limitation, loss of complimentary hotel rooms, sponsorship contractual obligations; and (3) may forfeit its right to participate in tournaments for subsequent years.

Any Tier I or II team (youth, girls and/or women) that declares its intention to participate per District requirements and thereafter withdraws shall (1) forfeit its tournament fee entry fee; (2) be liable to the Host for financial loss sustained by the Host including, without limitation, loss of complimentary hotel rooms, sponsorship contractual obligations; and (3) may forfeit its right to participate in tournaments for subsequent years.

If it is suspected that team officials and/or participants contributed to the decision to withdraw the team from the tournament a hearing shall be held by a PNAHA Disciplinary committee and could result in the local association and/or independent team official and/or parents:

Being suspended from participating anywhere within PNAHA for one year and; The local association, being placed on probation for one year with notification that continued failure to abide by PNAHA Rules, Regulations, Bylaws, Policies or Constitution may result in total loss of PNAHA and USA Hockey membership.

20. PNAHA Team Play Down Policy *(PNAHA Meeting Minutes September 2018)*

Every team needs to be registered with USA Hockey to the oldest player on the team. Any team that wishes to play against a lower age classification team needs to notify the team before the game is scheduled and the game must be played to the lower age classification playing rules.

- For all nationally bound teams, the team needs to play in the classification of the team for the state tournament (all female players playing on a youth team must play within the age classification of the youth team).
- For all State bound teams, if the team wishes to play in a lower age classification at a festival or state tournament, the team must be approved by the PNAHA Board of Directors at the January meeting.
- If the team wishes to play in a lower age classification in a PNAHA state league, the team must be approved by the PNAHA Board of Directors at the September meeting.
- If a non-national bound tournament team wants to play in a lower age classification at a tournament, the team needs written approval from the tournament director to play in the lower age classification.
- Any team that wishes to play in a lower age classification in a league, the team needs written approval from the league to play in the lower age classification.
- If a team that is composed of players from more than 1 age classification and 75% or more of the players are from a lower age classification, the head coach needs to have the age specific module of the lower age classification in addition to the age specific module of the team classification.

21. No player 12 years of age or younger (as defined in the USA hockey age classification chart for the current season) is eligible to play on a team intending or declared to compete in the District or National Championships or playoffs leading thereto.
22. No player 12 years of age or younger as (defined in the USA hockey age classification chart for the current season) is eligible to play in an age classification that allows checking.
23. If the applicable local program's rules or decisions permit a player to do so, players 13 years of age or older (as defined in the USA hockey age classification chart for the current season) may request to participate in only one age classification higher than the player's actual birth year classification this exception shall not

apply to youth Tier I 15-only age classification as this classification shall be limited to only players age 15 as defined in the birth year age classification chart for the current season).

24. 8U Players Playing Up at 10U, having 8U players play up at 10U is strongly discouraged but occasionally there are compelling reasons to do so. Each association, at their discretion, may allow up to two 8U players per season to play up at the 10U division. Additional players playing up may be considered with an exception request to the state ADM director, who will only consider the request if it's due to association needs. i.e. having to merge age divisions in order to have a functional program. *(Proposal for June 2022 Meeting)*
25. All PNAHA versus PNAHA associations playing 10U shall play half-ice starting in the 2017-18 season. The only exception is when a PNAHA 10U team plays in a non-PNAHA league or participates in a tournament that does not have all PNAHA association members. *(PNAHA Meeting Minutes June 2017)* **(Previously was #18 - Move to here for housekeeping and flow.)**
26. Having 10U players playing up at 12U is strongly discouraged, but occasionally there are compelling reasons to do so. Each Association at their discretion may allow up to two 10U players per season to play up at the 12U division. The Eastside ADM coordinator will administer play up requests from the Westside associations and the Westside ADM coordinator will administer requests from the Eastside associations. **(Previously was #19 - Move to here for housekeeping and flow.)**
27. **Players are only allowed to participate on one team in one PNAHA State tournament/festival that occur on the same weekend.** *(Proposal for June 2022 Meeting)*

ARTICLE V – TOURNAMENTS

October 1 All associations will provide a list of committed Tier II teams 14U,16U,18U that are eligible to participate in the PNAHA League and are committed to the National Bound Team process. At this time, each association will provide League Commissioner (commish@pnaha.com) a calendar of open dates for each division to play home and away games. Please provide BLACK-OUT dates.

October 9 Cut off date for ice schedules to be provided to League Commissioner for scheduling purposes.

November 15 This is the date that 50 percent of league games must be played in a non-Covid season.

January-20-22, 2023 BLACK OUT for Youth Development Camp. No PNAHA teams who have players in the age 14U, 16U and 18U will be allowed to travel or opt out of this Black out weekend. An association fee and member in good standing status will be in jeopardy for any one who does not adhere to this.

NATIONAL BOUND REQUIREMENTS

- A. Each Tier II National bound team Youth (14U, 16U, 18U, and Girls 14U, 16U, 19U) that has been identified by their association representative at the PNAHA Annual Fall meeting must play each National Bound team in their age classification a minimum of 2 games during the season. 50% of the required games must be completed by November 15 and the remainder must be completed 14 days prior to the Affiliate Tournament.
- B. All Tier II National Bound Teams must be declared by October 1st.
- C. All Tier II National Bound teams must be certified according to the criteria set for
 - Marketing Rules
 - Recruiting Rules (This committee cannot waive Rule 14. Teams cannot be considered for certification if this requirement is not met).
 - League participation
 - Tournament Participation
 -
 - Complete Certification Committee T2 Designation Worksheet d. The certification process will be completed prior to the District Tier I declaration date.
- D. The certification process will be completed prior to the District Tier I declaration date. (PNAHA Minutes Sept 11, 2021)

TIER II DESIGNATION WORKSHEET

This worksheet is intended to provide coaches, teams, and associations with an understanding of how the Certification Committee is evaluating teams that are seeking Tier II Certification for being a National-Bound Team within PNAHA. Simply score your team with this worksheet and given your score you should have, without any extenuating circumstances, confidence in knowing how your team will fare with the certification process. It is best if you simply use the tab button to get to each score before you type the number of points for that item.

1. How and when did you declare your team to PNAHA? ____pts
 - If declared as Tier 1 at Summer Meeting and confirmed as such at September Meeting, give yourself 10 points.
 - If declared as Tier 1 at Summer Meeting and declared as Tier 2 at September Meeting, give yourself 3 points.
 - If declared as Tier 2 at Summer Meeting and confirmed as such at September Meeting, subtract 3 points.
 - If declared as Tier 2 at Summer Meeting and declared as Tier 1 at September Meeting, give yourself 13 points.
 - If you failed to declare at Summer Meeting and declared as Tier 1 at September Meeting, give yourself 15 points.
 - If you failed to declare at Summer Meeting and declared as Tier 2 at September Meeting, give yourself 5 points.
2. In how many Tier 1-designated tournaments did you or will you participate? ____pts
(For United States-based games, "AAA" teams are considered as Tier 1 and "AA" teams are considered as Tier 2); (For Canadian-based games, Academy League teams are considered Tier 1 and PCAHA & West Kootenay League games are considered Tier 2)
 - If one, give yourself 1 point
 - If two to three, give yourself 2 points
 - If three to five, give yourself 3 points
 - If more than five, give yourself 10 points.
3. How did your team perform in any of the above tournaments? ____pts
 - If you won ANY of the tournaments, then multiply the value to give to yourself by 5
 - If you made it out of rounds in ANY of the tournaments, then multiply the value to give to yourself by 2
 - If you failed to make it out of rounds in ALL of the tournaments above, then multiply the value to give to yourself by 0 (yes that means you get 0 as the answer)
4. What percentage of ALL of your games (including tournaments, league, and exhibition) were or will be against opponents that were or are designated as Tier 1 teams? (For United States-based games, "AAA" teams are considered as Tier 1 and "AA" teams are considered as Tier 2). (For Canadian-based games, Academy League teams are considered Tier 1 and PCAHA & West Kootenay League games are considered Tier 2)
____pts
 - If $\leq 10\%$, give yourself 1 point
 - If $> 10\%$ but $\leq 15\%$, give yourself 2 points
 - If $> 15\%$ but $\leq 20\%$, give yourself 3 points
 - If $> 20\%$ but $\leq 50\%$, give yourself 5 points
 - If $> 50\%$, give yourself 10 points
5. How many of your players are from outside of PNAHA (not including the border cities of Portland or Coeur d'Alene; or other towns within 60 miles of the Washington State border)? ____pts
 - If one, give yourself 1 point
 - If two, give yourself 2 points
 - If three, give yourself 3 points
 - If more than three, give yourself 10 points
6. How many of your players are from outside of your association within the last two years? ____pts
 - If one, give yourself 1 point
 - If two to four, give yourself 2 points
 - If five, give yourself 3 points

- If six to nine, give yourself 10 points
 - If ten or more, give yourself 20 points
7. How many players did you recruit (as defined in the broadest sense; that is, you initiated any conversation encouraging said player(s) to come to your tryouts or play on your team)?
(While we don't expect other associations to make false accusations as to your recruiting of players, we understand it might happen. If an association makes such an accusation and you attest that it is not true and request an investigation, we will count half of the points against you until an investigation is complete. If you lose, we will triple the points against you. If you win, we will apply the points to the accusing association (and none will apply to you). ____pts
- If one or two, give yourself 1 point
 - If two to four, give yourself 3 points
 - If more than four, give yourself 5 points
8. During this playing season (starting May 1st), how many of your team's players also participated in a Tier 1 event with another team (regardless if said team is nationally bound or not)? ____pts
- If one, give yourself 1 point
 - If two to four, give yourself 4 points
 - If five to seven, give yourself 6 points
 - If more than seven, give yourself 10 points
9. In which division is your team displaying on myhockeyrankings.com? ____ pts
- If Tier 1, give yourself 5 points
 - If Tier 2, give yourself 0 points
10. **Total Score:** Given your responses to the above 9 items and assuming there are no extenuating circumstances surrounding your team's evaluation by the Certification Committee, this is your total score. ____pts
- If your total score is lower than 20, you can be quite confident your team will be designated as a Tier 2 team.
 - If your total score is 20 through 40, then the Certification Committee will need to review your designation and is likely to request further information and clarification from you so as to make their determination.
 - If your total score is greater than 40, you can be quite confident your team will be designated as a Tier 1 team.

DISCIPLINARY BOARD

1. The Discipline Committee for each Affiliate, District or National Championship shall be composed of four (4) people and be appointed prior to the first game by the on-site Tournament Director. Its members shall not come from the same community. Three (3) of the four (4) Discipline Committee members, as appointed by the onsite Tournament Director, shall serve to hear a discipline case. The referee-in-chief, or his/her appointee, shall not be eligible to serve on the Discipline Committee.
2. The Discipline Committee shall be responsible for deciding any action, suspensions or otherwise, to be taken against a player or team official to be served during the tournament in question.
3. The Discipline Committee shall have authority to initiate action involving supplementary discipline against a player or team official whether or not it involves the playing rules; provided, however, that no suspension shall occur without first giving notice of the intended action and providing the opportunity for a hearing.
4. The Discipline Committee shall have full power to waive or increase the one- or two-game suspension imposed in Rule 404(b), Game Misconduct. The directors on-site will review video of all game misconducts. However, shall be no hearing for a game misconduct (or for player or coach suspension under Rule 401(b)) unless deemed necessary by the Discipline Committee.
5. The Discipline Committee shall hold a hearing on any match penalty prior to the team's next game.
6. If deemed necessary by the Discipline Committee, use of video in hearings is allowed but must be solely provided by the USA Hockey contracted vendor for that event.
7. If a player receives a major penalty during a State/Affiliate and/or District or National Tournament, the Tournament Referee-in-Chief shall communicate with the Discipline Committee, and the Discipline Committee shall ensure compliance with the progressive suspension rules (USA Hockey Rules 411 and 615.f) after the game is completed and shall notify the team of any supplemental discipline prior to the team's next game.
8. All actions taken by the Discipline Committee as a result of incidents occurring at the State/Affiliate and/or District Championship must be reported within five (5) days to:
 - a. the Youth Council chairperson;
 - b. the National Championship Tournament chairperson; and
 - c. the respective affiliate(s)
9. The National Championship Appeals Committee shall have the authority to review and take appropriate action on any incident in a State/Affiliate and/or District Championship. For any incident occurring in the last game of a team's, coach's or player's participation in a State/Affiliate, and/or District or High School Tournament, and the team, coach and/or player is scheduled to participate in a National Championship Tournament, then the National Championship Appeals Committee shall have jurisdiction and be responsible for determining the team's, coach's eligibility and any suspension for the National Championship Tournament.
10. The National Championship Appeals Committee shall be the sole authority in determining the eligibility of the individual(s) for the National Championship Tournaments.
11. The National Championship Appeal Committee shall review all match penalty incidents assessed under USA Hockey Rule 601(e)(3) during all Youth, Girls, High School and Senior Women national championships. The National Championship Appeal Committee shall determine the resulting suspension and eligibility of any player or coach and any discipline that may extend beyond the applicable tournament shall be referred to the applicable Affiliate.
12. All suspensions incurred in the course of the national play down schedule (i.e., in State/Affiliate and/or district playoffs) shall be served beginning with the next regularly scheduled games of the championship playoff schedule. In no case, may such suspension(s) be served in a game occurring outside the championship playoff schedule, by scheduling a game not included in the national play down configuration and having the player sit out that game.

13. State/Affiliate, and/or district and National Discipline Committee authority, and the National Championship Appeals Committee's authority shall be solely to determine eligibility to participate in the applicable tournament, and any discipline that may extend beyond the applicable State/Affiliate, and/or District or National Championship shall be referred to the applicable Affiliate.
14. *Disciplinary Board is taken from the USA Hockey National Tournament Guidebook 2021-2022 Section 2, Item V.*

INVITATIONAL TOURNAMENTS

- A. Any permit sanctioning a tournament by the PNAHA/USA HOCKEY Associate District Registrar may be withdrawn if it is determined that PNAHA/ USA HOCKEY regulations are violated.
- B. All tournaments within the jurisdiction of PNAHA must be sanctioned by the PNAHA/USA Hockey Associate District Registrar. The conditions of the sanctions are as follows:
 - The official permit, USA HOCKEY "Invitational Tournament Application" form must be submitted to the PNAHA/USA HOCKEY District Affiliate Registrar.
 - The application must include a copy of the rules and regulations of the tournament as well as a certified check for the tournament fee. (See USA HOCKEY Guide, Rules and Regulations, X Games, Exhibition Games, Invitational Tournaments and Sanctioned Events).

PNAHA STATE TOURNAMENTS AND FESTIVALS

Unless explicitly called out, "Tournament" shall refer to both PNAHA State Tournaments and Festivals.

- A. The PNAHA President or their designee will serve as Tournament Director.
- B. The Tournament Director will be responsible for the scheduling of the Tournament.
- C. The Tournament Director will conduct the Tournament in accordance with USA Hockey, Pacific District and PNAHA Rules. He/she shall act in the best interest of USA Hockey without regard to Association allegiance or concerns.
- D. The PNAHA Supervisor of Officials shall serve in the capacity of Referee-In-Chief for all PNAHA tournaments. They will be directly responsible to the Tournament Director. It will be their responsibility to insure that adequate and qualified referees are available for each game.

APPLYING TO HOST PNAHA STATE TOURNAMENTS / FESTIVALS

Any Association wanting to host a PNAHA Tournament shall submit its request on the PNAHA Tournament Application Form to the President by September 1st for consideration. The form shall be available on the PNAHA website and is updated by the President as required. All requirements of the tournament articles shall be addressed in the application.

The Board of Directors shall select the host of each tournament at the September Annual Fall Meeting. Should a Host not be selected at that time, the President will make recommendations to the Officers, who jointly shall select the Host and notify all Associations within seven (7) days of the selection.

The Tournament Host organization must agree to the Host Requirements.

HOST REQUIREMENTS

The Tournament Host Organization must be fully acquainted with USA Hockey, Pacific District, and PNAHA Tournament Rules and Regulations as set forth in their respective Guidebooks.

FACILITY REQUIREMENTS

- A. The Host must ensure that they have sufficient ice available to meet the tournament needs. The Tournament Application will include the locations and blocks of ice they have available for the tournament.
- B. Each ice rink must have one locker room that is available and reserved for female players. If sufficient locker rooms do not exist a separate room will be converted to serve as the female locker room for the duration of the event.

LODGING

- A. Sufficient host hotels must be under contract at application time to ensure that there are no room shortages due to other events in the area at the time. The Host shall ensure that there are at least 18 double queen rooms per non-local team. At least half of those hotels must be equal to, or less expensive than the current PNAHA Host Hotel rate. Hotel expenses are the responsibility of each tournament team which shall make its reservations and secure them no less than 30 days prior to the starting date of the tournament. A list of Tournament Hotels with rates shall be included with the tournament application, and the Host shall advise each team in the tournament packet of its requirements, if any, to stay at a designated Host hotel. Failure to stay at a designated hotel will subject an entrant to penalties as per PNAHA Host Hotels rule. That penalty will need to be paid before the team will be eligible to participate in the event.
- B. The Host Association shall **reserve and pay for** separate rooms for the lodging of the PNAHA Tournament Directors and USA Hockey Registrar. The Host Association shall **reserve and pay for rooms** for game officials and the Referee-in-chief. Accommodations for these officials shall be provided at a suitable facility separate and apart from the participating teams.

TRANSPORTATION

Transportation is not the responsibility of the Host Association.

TOURNAMENT INFORMATION

The Host Association shall provide relevant team details on the event by **January 1st** via the page dedicated to the tournament on the PNAHA website.

TOURNAMENT FEE

The tournament entry fee for each participating team is set by the PNAHA Board of Directors at the June Summer meeting each year and is payable at the Winter meeting. The current tournament fee structure is detailed in the Team Declaration and Registration section of these rules. **Checks must be made to PNAHA.**

TROPHIES & MEMENTOS

The Host Association **may** supply a Championship and Runner-Up Trophy, as well as individual awards for each member of both teams the design of which shall be submitted to and approved by the President no later than 30 days prior to commencement of the Tournament.

The Host Association shall supply each player a memento of the event such as laminated player identification with lanyard, bracelet, T-shirt, Trading Pins, etc.

BANNERS

PNAHA will pay for Championship Banners **and medals for champion and finalist for each championship game**. PNAHA is responsible for ordering and ensuring they are available at the championship game.

COACHES / MANAGERS MEETING

The Host shall provide a room of sufficient size to seat all of the attending team, on-ice and tournament officials. The meeting will begin at 8:00 p.m. for all tournaments that credential checks have been done in advance of the tournament. **When circumstances arise that prevent in-person meetings, Zoom (or other virtual meeting platforms) may be used prior to the meeting.**

MEETING ROOM

The Host Association shall also provide a meeting Room for the Tournament Officials to conduct the affairs of the Tournament separate and apart from participants, spectators, and other personnel.

INTERNET ACCESS

At each facility, the Host shall provide internet access for immediate posting of play-by-play and period /game results. In their application the Host shall indicate whether dedicated internet access will be available at a location to allow for live streaming of games.

HOSPITALITY ROOMS

Food and Beverages must be provided for Tournament Directors, Officials and Tournament Staff and optionally for team officials.

SPECTATOR ADMISSION FEES

No Spectator admission fees are allowed for any PNAHA Tournament

TOURNAMENT OPERATIONS

TEAM CREDENTIAL VERIFICATION FOR NON-NATIONALLY BOUND EVENTS

Before and during the Coach/Manager meeting ensure there is a location that can be used for the team Credential review and ensure there are sufficient volunteers to assist with credential verification.

SCORE SHEETS

Score sheets are to be filled out in advance by the Host utilizing PNAHA roster stickers.

LOCKER ROOMS

Rooms must be assigned and have the ability to be secured to prevent theft.

OFF-ICE OFFICIALS

a. The HOST ASSOCIATION is responsible to have all minor officials present at each and every game. If the HOST ASSOCIATION cannot supply all the minor officials for all games, they may ask all participating associations to supply penalty box attendants and scorekeeper. The HOST ASSOCIATION must notify each participating association at least fourteen (14) days in advance of tournament date of their need for said minor officials.

b. All minor (off-ice) officials are to be legal adults (Age 18+) for all PNAHA tournament games.

TOURNAMENT VOLUNTEERS

Clothing or badging will be utilized to sufficiently identify key volunteers/rink managers working underneath the Tournament Coordinator who may be charged with rule enforcement during the event.

GAME RESULTS

Game results will be updated online on the PNAHA website or on a site approved by the Tournament Director and published on the PNAHA website. Each rink utilized for tournament game play must have all game results clearly posted and regularly updated in a public area. Sufficient communication between tournament volunteers at separate rinks must be utilized to ensure that all results are regularly updated, regardless of location.

ON ICE TOURNAMENT OFFICIALS FEES

The following schedule of Referee Fees shall be applicable to all PNAHA tournaments.

| Age | Total Game Fees Referee/Linesman | # Per Game |
|--|-------------------------------------|---------------|
| 10U Festival | \$35 per official | 2 |
| 12U Festival | \$40/\$30 | 2 or 1/2 |
| 14U Tier I | \$55/\$40 | 2/2 |
| 14U Tier II | \$50/\$35 | 2/2 |
| 16U Tier I | \$65/\$45 | 2/2 |
| 16U Tier II | \$60/\$40 | 2/2 |
| 18U Tier I | \$70/\$50 | 2/2 |
| 18U Tier II | \$65/\$45 | 2/2 |
| Note: "B" tournaments shall use associated Tier II rates (PNAHA Meeting June 2018) | | |

The Affiliate Referee in Chief (RIC) shall provide a count of such out of town officials to the Tournament Director and the Tournament Chair no later than two weeks prior to commencement of the Tournament. In addition, the Affiliate RIC shall provide a list of all officials who are assigned to officiate the tournament no later than five days prior to commencement of the tournament.

FESTIVAL OPERATIONS

Festival Operations –12U

A. The 12U League schedule will begin on the first weekend of October.

B. All teams participating in the League are required to participate in an end of the season 12U Festival. Only teams that participate in the PNAHA 12U League may participate in the 12U Festival. The exception is if there is no League. Then each PNAHA association may declare teams at the PNAHA winter meeting.

C. These teams will be “bracketed” into two to four divisions; Gold, Silver, Bronze, and Copper. The division they participate in will be determined by the teams’ final standing in the PNAHA League after completing a 20 game schedule (Note that the game schedule number could be less than 20 if the number of participating teams does not support 20 games (i.e., less than six participating teams in the League). The number of teams in each division will be determined by the Tournament Competition Committee. This committee is made up of those associations who have teams entered in the tournament.

D. If no PNAHA league exists in any given year all PNAHA teams will be eligible to participate. A meeting will be arranged consisting of those declared participants from the Winter PNAHA meeting to determine ranking in the tournament.

Festival Operations –10U

A. PNAHA has adopted an official 10U League Policy in an effort to focus on assisting 10U Division players wishing to experience an introduction to the Rep (travel team) experience an opportunity to grow skills, train properly and maintain balance between practices and games. Emphasis on reducing the negatives such as excessive travel and cost to parents to participate in this sport at this age level is a primary objective.

B. Participating teams in the PNAHA League will be encouraged to strive for a three to one practice ratio, but are required to maintain at a minimum a mandatory two to one practice to game schedule. PNAHA no longer supports the A and B 10U League levels. The 10U League will consist of one 10U Rep Division.

C. All PNAHA Associations may structure their 10U Rep teams as desired without PNAHA sanctions. These teams will also be allowed to participate in League play and in the 10U Festival.

D. An unbalanced schedule will be allowed in the 10U League to allow for the reduction of travel. The ability to allow for an unbalanced schedule could result in some teams hosting a participating League team but not playing that team as a visiting team. This unbalanced schedule would still allow for the team to play each team in the 10U Division, but reduce the travel requirements imposed on the team.

E. All teams participating in the league are required to participate in an end of the season 10U Festival. Only teams that participate in the PNAHA 10U League may participate in the 10U Festival unless no League exists that season. These teams will be “bracketed” into two to four divisions; Gold, Silver, Bronze, and Copper. The division they participate in will be determined by the teams’ final standing in the PNAHA League after completing a 16-game schedule. (Note that the game schedule number could be less than 16 if the number of participating teams does not support 16 games). The number of teams in each division will be determined by the Tournament Competition Committee. This committee is made up of those associations who have teams entered in the tournament.

F. All PNAHA League games at 10U will be half ice.

G. If no PNAHA league exists in any given year all PNAHA teams will be eligible to participate. A meeting will be arranged consisting of those declared participants from the Winter PNAHA meeting to determine ranking in the tournament.

H. The 10U League Schedule will begin the first weekend of October.

TEAM DECLARATION AND REGISTRATION

DISTRICT BOUND TEAMS

Teams wishing to compete at the Pacific District Tournaments shall be declared at the PNAHA September Fall meeting. If enough teams are declared to warrant a State Tournament the Board of Directors will choose a location at that meeting.

DISTRICT BOUND ENTRY FEES

The District Tournament Fees are set by the Pacific District Board of Directors and are posted on the Pacific District Website. The declaration to compete at the district level must be accompanied by a payment to PNAHA for the greater of the District or PNAHA Tournament fees. Those fees will be directed to the PNAHA Tournament Host or to the Pacific District as appropriate. Failure to make the payment within 10 business days of the meeting will automatically disqualify the team from participating.

STATE AND NATIONAL BOUND TEAMS

Member organizations and Member Teams will declare at the PNAHA January Winter General Meeting which teams will participate in which PNAHA Tournaments. Teams participating in 10U and 12U Leagues are required to participate in the year end Festival. No other teams are eligible to participate in those Festivals unless there is no League. If no League exists then all PNAHA associations will make a final declaration at the Winter Annual Meeting.

COMMITMENT TO PARTICIPATE AT THE NEXT LEVEL

Any member organization entering a team in a District or Nationally Bound PNAHA tournament agrees by participation that they will participate in the District and/or National Tournaments should they prevail at the PNAHA Tournament. In the event any team wins the PNAHA Championship and is not able to participate in the District and/or National Championships, the runner-up team may be given permission to represent PNAHA. Should the runner-up team be unable to participate, the qualified representative will face automatic suspension of at least one (1) year.

PNAHA allocations are based on Pacific District/USA Hockey tournament allotment.

NATIONALLY BOUND CREDENTIAL VERIFICATION

Any team wishing to participate in any Nationally bound tournament must bring their credential packets/books to the January Winter meeting as detailed in the "Credential Policy for PNAHA State Tournaments." (Moved to here for housekeeping/flow)

TOURNAMENT/FESTIVAL ENTRY FEES

The entry fee, as established annually by the Board of Directors, must be submitted at the General Winter Meeting in January to the hosting association and is (nonrefundable).

Payments not made at the Winter meeting shall result in a \$100 increase in tournament fee payable to PNAHA. Under no circumstances will a team be allowed to participate without the payment of their entry fee. Should the team not pay nor participate the team's association will be responsible for that payment and will immediately not be in good standing until that payment is made.

TEAM AND PLAYER ELIGIBILITY

- a. Any player and/or team not registered by December 31st registration deadline ARE NOT ELIGIBLE to participate in PNAHA State tournaments, nor USA HOCKEY tournaments leading toward a National Championship.
- b. For participation in PNAHA or USA HOCKEY tournaments leading toward a National Championship, a player's name must appear on only ONE official team roster.
- c. District and Nationally bound teams must have competed as a unit in games as required by the USA Hockey Annual Guide.

- d. Teams that are not District or Nationally Bound must have competed as a unit in at least five (5) games during the season to be eligible for tournament play. The players must have played a minimum of five (5) games. It is preferred that those games are played against teams at their same age division and competition level but all official USA Hockey games may be used to meet this requirement.

PNAHA STATE TOURNAMENT/FESTIVAL RULES

USA HOCKEY ANNUAL GUIDE

- a. Tier I and Tier II will follow the USA HOCKEY National Tournament Guide. The USA Hockey Tournament Guidebook shall be used as a guide to assist with any tournament rules not covered by Pacific District and PNAHA rules.
- b. **COACHING EDUCATION REQUIREMENTS**
All coaches must have current USA Hockey certification and the corresponding online age-specific module to participate in the district and national championships. All coaches are expected and required to follow all USA Hockey rules, including the helmet rule, during all pre-tournament and tournament events. Noncompliance of the helmet rule will result in a Discipline Committee hearing with a minimum 30-day suspension. Please refer to the Coaching Education requirements, USA Hockey Annual Guide.

OPENING COACHES/MANAGERS MEETING

An opening meeting for all teams participating in the tournament shall be held prior to the start of play at a time and place to be set by the Tournament Director. All participating teams are required to have a representative (coach and/or manager) present at such meeting. No one person may represent more than one team at this meeting unless prior approval is granted by the onsite Tournament Director. Failure to have a team representative present shall result in the suspension of the head coach, as listed for the first game of the tournament.

HOST TEAM

There shall be no HOST team in the PNAHA Tournament.

DISCIPLINARY BOARD

The Disciplinary Board shall be comprised of members of the Board of Directors, as appointed by the President, with the Tournament Director as its chairperson. The Disciplinary Board shall be responsible for deciding any action (suspensions or otherwise) to be taken against a player or team official receiving a match penalty. The Disciplinary Board shall have full power to waive or increase or adjust matters which seem to be in the best interest of hockey. No player or team official shall be suspended from participating in the remaining games unless he/she has the opportunity to appear before the Disciplinary Board and has been given the opportunity of relating his/her version of the incident. All disciplinary action taken by the Disciplinary Board shall be reported to the home member organization of the player and/or teams involved for further action at their discretion.

PROTESTS

Protests on all matters, other than the referee's decisions, must be filed with the Tournament Committee or its representative in attendance, in writing no later than one (1) hour after completion of the game involved. Written protests must contain the facts and must be accompanied by a protest fee of \$100.00, which will be returned if the protest is upheld. Official protests will be made known at the time of the protest to all Officials and the public.

TOURNAMENT DRAWING

Tournament drawings will be established by the President of PNAHA. Final approved pairings will be mailed to the member organization Directors for distribution to those teams concerned at least two (2) weeks prior to the tournament. National Bound Seeding will be based on the results of the 2-game requirement.

TOURNAMENT TEAM REPRESENTATIVES

Each member organization shall select its representatives to the PNAHA tournaments or playoffs. Should there be insufficient entries to merit holding a PNAHA division championship; a representative may be appointed by the President to represent PNAHA in a District or National Tournament.

CREDENTIAL PACKETS

Each member organization must have available at the PNAHA Tournament a copy of its Credential Packet.

TEAM UNIFORMS

All teams entered must be properly uniformed. All teams must arrive with a home (light) and visitor (dark) jersey. No additional jersey will be allowed. Unless otherwise approved by the onsite Tournament Director, the home team shall wear light/white jerseys and the visiting team shall wear dark jerseys in all games. The head coach will not be allowed to coach until his/her players have complied with this rule and are properly uniformed.

GOALKEEPERS

It is strongly recommended that a team with one goalkeeper acquire a second goalkeeper from another team in its local Association or Affiliate, as provided by the current USA Hockey District and National Tournament Guidebook.

FAILURE TO APPEAR

If a team fails to appear in time to start the game or does not have sufficient players and does not give notice, the game shall be forfeited providing the other team takes the ice and claims the forfeit. In case of exceptional circumstances, the forfeit may be appealed to the Tournament Committee and the game replayed if the appeal is upheld.

NOISE MAKERS

No noise makers are allowed at the Tournaments —the Tournament Director or appointee has the final say as to whether the item is a noise maker. Some examples would be cowbells and air horns.

SCORE SHEETS

The score sheets shall be reviewed by the Tournament Director or his/her official delegate after each game, and then signed as being official. All score sheets will be numbered.

TIME OF PERIODS AND PENALTIES (STOP TIME MINUTES ONLY):

| Class | Warmup | Penalties | | | | |
|---------------|--------|-----------------|----------|-------|-------|---------|
| | | 1,2,3 Period | Overtime | Minor | Major | Miscon. |
| 12U | 5 | 15 | 5/15 | 1.5 | 4 | 8 |
| 14U | 5 | 16 | 5/16 | 1.5 | 4 | 8 |
| 15 Only | 5 | 17 | 5/17 | 2 | 5 | 10 |
| 16U | 5 | 17 | 5/17 | 2 | 5 | 10 |
| 18U (Tier I) | 5 | 20 | 5/20 | 2 | 5 | 10 |
| 18U (Tier II) | 5 | 17 | 5/17 | 2 | 5 | 10 |
| 19U (Girls) | 5 | 17 | 5/17 | 2 | 5 | 10 |
| Women's | 5 | 15 | 5/15 | 1.5 | 4 | 8 |
| High School | 5 | 17 | 5/17 | 2 | 5 | 10 |

(Updated from USA Hockey National Tournament Guide 21-22)

At 12U and younger, round robin and consolation games will end at regulation if at a tie score. Quarterfinal, semifinal and championship games will utilize one 5-minute overtime period and then a shootout if necessary. At

14U and older, round robin games will utilize one (1) 5-minute overtime period, then proceed to a shootout if a winner has not been determined. Quarterfinal, semifinal and championship games will utilize 10-minute overtime periods until a winner is determined.

Each team is permitted one time-out of 60 seconds, whether in regulation or overtime, per the USA Hockey Playing Rules.

GAME FORMATS

- a. All 10U games to be allotted a minimum of one and one quarter (1.25) hour time period. All 12U and older games to be allotted a minimum of one and a half (1.5) hour time period. All games will have a five-minute warm-up period to precede each game.
- b. Ice cuts will be made before every game, as a minimum.
- c. No games are to start before their scheduled time without the approval of both participating team's coaches and the Tournament Director.
- d. The 12U and 10U game formats will ensure that each team is guaranteed 4 games
- e. No team shall be required to play a second game in one day against a team playing its first game on that day, except with the specific approval of the Tournament Director. There shall be a minimum of four (4) hours between games played on the same day and twelve (12) hours on games played on consecutive days. (Time is from the scheduled end of one game and the scheduled beginning of the next game).
- f. Along with the USA Hockey National/District formats, the following are the game formats and alternatives that might be used and applied to tournaments and championship playoffs: ***Note: Examples schedules/formats are in the back Appendix of the USA Hockey National Tournament Guide**

| Teams | Games | Days | Sample Schedule |
|-------|-----------------|-------------------------|--|
| 2 | 3 (Best 2 of 3) | Day 1 Day 2 | 1 – A vs B 2 – B vs A 3 – A vs B(if necessary, All Games played until there is a winner) |
| 3 | 7 | Day 1 Day 2 Day 3 | (One Division – Double Round Robin) 1 – A vs B 2 – B vs C 3 c vs A 4 – B vs A 5 – A vs C 6 C vs B 7 – Teams with the two highest points totals play for Championship |
| 4 | 7 | Day 1 Day 2 Day 3 | (One Division – Double Round Robin) 1 – A vs B 2- C vs D 3 – A vs C 4 – B vs D 5 – D vs A 6 B vs C 7 – Teams with the two highest points totals play for Championship |
| 5 | 11 | Day 1 Day 2 Day 3 | (One Division – Double Round Robin) 1 – A vs B 2 – C vs D 3 – B vs E 4 – C vs A 5 – E vs D 6 - B vs C 7 – D vs A 8 – E vs C 9 – A vs E 10 – D vs B 11 - Teams with the two highest points totals play for Championship |
| 6 | 16 | Day 1 Day 2 Day 3 | (One Division – Double Round Robin) 1 – A vs B 2 – C vs D 3 – E vs F 4 – A vs D 5 – B vs F 6 – C vs E 7 – F vs D 8 – B vs E 9 – A vs C 10 – D vs B 11 – F vs C 12 – E vs A 13 – B vs C 14 – D vs E 15 – F vs A 16 - Teams with the two highest points totals play for Championship |
| 6 | 15 | Day 1 Day 2 | (Two Divison – Round Robin) 1 - A vs B 2 - D vs E 3 - B vc C 4 - E vs F 5 - C vs A 6 - F vs D 7 - C vs B 8 - F vs E 9 - A vs C |

| | | | |
|--|--|-------|---|
| | | Day 3 | 10-D vs F 11-B vs A 12-E vs D 13 - 1st Division I vs 2nd Division II 14 - 1st Division II vs 2nd Division 1 15 - Winner of game 13 vs the winner of game 14 for Championship |
|--|--|-------|---|

| Teams | Games | Days | Sample Schedule |
|-------|-------|---------------------------------|--|
| 7 | 15 | Day 1 Day 2 Day 3 | Division 1 Single Round Robin Division II Double Round Robin Division I Division II A E B F C G D 1 – E vs F 2 – A vs B 3 – C vs D 4 – F vs G 5 – D vs A 6 – G vs E 7 – F vs E 8 - B vs D 9 – A vs C 10 – E vs G 11 – B vs C 12 – G vs F 13 - 1st Division I vs 2nd Division II 14 - 1st Division II vs 2nd Division 1 15 - Winner of game 13 vs the winner of game 14 for Championship |
| 8 | 15 | Day 1 Day 2 Day 3 | Two Division Round Robin Division I Division II A E B F C G D H 1 – A vs B 2 – C vs D 3 – E vs F 4 – G vs H 5 – A vs C 6 – B vs D 7 – E vs G 8 – F vs H 9 – D vs A 10 – B vs C 11 – H vs E 12 – G vs F 13 - 1st Division I vs 2nd Division II 14 - 1st Division II vs 2nd Division 1 15 - Winner of game 13 vs the winner of game 14 for Championship |

ARTICLE VI - COACH AND MANAGER REGISTRATION

1. All teams registered with PNAHA and USA HOCKEY must have a carded coach and/or manager in good standing with PNAHA and HOCKEY. It shall be the responsibility of the coach and/or manager for the conduct of his/her players.
2. No more than four (4) team officials, in good standings, shall be permitted in the vicinity of the players' bench or will be allowed to coach or manage a team. Any violation of this regulation could result in a forfeit of the game.
3. Coach and managers can sign only one USA HOCKEY roster in the same age group.
4. USA HOCKEY/PACIFIC DISTRICT requires the coach and assistant coach of a team entering the Pacific District Tier I/Tier II Playoff tournaments, to be qualified at the USA HOCKEY **CEP Levels**, not later than December 31, of the current playing season.– *See USA Hockey National Tournament Page 4– Item B, review with new CEP processes*

ARTICLE VII – NON-SANCTIONED HOCKEY

No team registered or affiliated with PNAHA and USA HOCKEY shall compete in any tournament, unless that tournament has been granted a tournament sanction by the PNAHA/USA HOCKEY Associate District Registrar. Any team participating in a non-sanctioned event, representing themselves as a PNAHA or USA Hockey team, will be declared ineligible for participation in any applicable PNAHA State and USA Hockey National bound tournaments for the current season. The coaching staff and association may be subject to additional discipline.

ARTICLE VIII – OFFICIALS

1. Officials under the age of 18 are not permitted to officiate adult hockey games.
2. All minor (off-ice) officials are to be legal adults (Age 18+) for all PNAHA tournament games.

OFFICIAL PNAHA LEAGUE RULES

[illegible]

OFFICIAL PNAHA LEAGUE RULES

I. LEAGUE MANAGEMENT:

A. COMMITTEE CHAIR

1. Shall be the League Commissioner.
2. The League Scheduler and Statistician shall report to and take direction from the Committee Chair.
3. Responsible for preparing League Reports for each PNAHA meeting
4. Responsible for securing League Banners for the League Champions
5. Be available to league team coaches and managers to offer clarification and guidance regarding all league matters.
6. The Committee Chair shall be allowed expenses to all meetings as required by PNAHA. These expenses include meals and lodging, commercial transportation, when necessary, in the performance of his/her duties. All expenses shall be allowed with the submission of a written statement, documentation of expenses and receipts to the Treasurer for payment.
7. The Committee Chair may receive a stipend as determined by the PNAHA Board of Directors. The stipend for the League Commissioner for the season is \$2,000

B. LEAGUE SCHEDULER

1. Responsible for sending schedule templates to participating associations 7 days prior to the PNAHA Meeting
2. Responsible for scheduling all games required for league play.
3. Responsible for uploading the schedule on the website and managing any approved changes throughout the season.
4. The League Scheduler may receive a stipend as determined by the PNAHA Board of Directors.

C. LEAGUE STATISTICIAN

1. Responsible for posting games scores on the website.

II. ASSOCIATION COMMITMENT

- A. Each association shall submit will give a preliminary count to the League Scheduler 14 days prior to the Fall PNAHA meeting, with a final commitment prior to the close of the Fall PNAHA meeting. Teams declared for league play at the Annual Fall meeting will be considered final. Each team will be assigned as either a State Bound or National Bound as recommended by its association.
- B. Each association will submit to the League Scheduler 7 home and away - 2 ice time slot weekends per team for October – February (preferably one a month) by the Monday after the Fall PNAHA meeting. The League will only use a maximum of 5 of the home – 2 ice time slot weekends and 5 of the away – 2 ice time slot weekends provided for scheduling.

III. DOCUMENTATION

- A. Each player must be a member in good standing of USA Hockey.
- B. All teams must maintain the proper documents as required for USA Hockey certification and follow both USA Hockey and PNAHA rules and regulations.
- C. All team personnel must maintain CEP certification levels, Safe Sport certification and have a current background screen.

IV. LEAGUE SCHEDULE

- A. The League Scheduler shall prepare a league schedule and it shall become a commitment for the participating associations for the year's play. League games will begin on the first weekend of October.

- B. Failure to play a game on an approved schedule without the approval of the League Scheduler may result in a fine to cover team expenses (up to \$500.00) payable to PNAHA and sent to the PNAHA treasurer.
- C. Teams participating in the league are required to adhere to the PNAHA Sponsor Hotel policy. Failure for a visiting team to comply with the PNAHA Sponsor Hotel policy will carry a financial penalty of \$400.00 per night to the team in violation of the policy. The fine will be payable to the host association.

V. SEASON LENGTH

- A. The season will be October - March, and a schedule for each division will be determined by the League Scheduler each year.

VI. STATE LEAGUE STANDINGS

- A. Points for games shall be 2 points for a win, 1 point for a tie, and no points for a loss. Standings will be determined as follows:
 - 1. Most points obtained
 - 2. If two or more teams are tied for any position, standings will be determined by the current USA Hockey tie breaker rules:

VII. TEAM COMPOSITION

- A. All members of a given team must be no older than the maximum age limit defined by the team level. However, a player may "play up" at a level older than his age if permitted by his association and any applicable PNAHA and USA Hockey rules.
- B. All teams entered in the state sanctioned league must be properly registered with USA Hockey. Non-PNAHA teams may be allowed to play in the league. This is a year-to-year accommodation and is subject to the determination of the PNAHA Board of Directors. Teams from associations who are non-voting members of PNAHA can win the League Championship.
- C. Each team may have a maximum of twenty (20) players on the roster. For the purposes of league play, no player may be added to the roster of a National Bound team after December 31st of the season, except with the approval of the Pacific District Registrar. For State Bound teams players may be added to the roster in case of injury. All requests must be sent to the Committee Chair in writing and have a majority approval from the Competition Committee.

VIII. LEAGUE PLAY

- A. League games will be scheduled by the League Scheduler before each season. The League Scheduler will make every effort to respect each team's special circumstances regarding such variables as ice time availability and special tournament weeks. However, the first priority will be to maintain the integrity of the league and to complete the league and post-season schedule in a timely manner.
- B. The number of league games will be based on the number of teams in each division.
- C. There will be no time-outs during league games.
- D. Game lengths: In all cases, teams will use the available ice to the best possible advantage. The standard ice time slots for 12U, 14U, 16U & 18U games will be 1 ½ hours and 10Us will be either 1 ½ or 1 ¼ hours. League games will be played with the following stop clock periods. Periods of play may be shortened utilizing the listed formula, however, periods of play are not to exceed the times as listed.
- E. 12U, 14U, 16U & 18U: 1½ hour games:
 - 1. 5 minute warm-up
 - 2. 1 minute between periods
 - 3. 3 fifteen (15) minute stop clock periods
 - 4. No ice scrapes
 - 5. Notes: Prior to the third period, if the timekeeper and referee feel there is not sufficient time to play the period as listed, the referee will notify both teams that it is necessary to shorten the period by a specific number of stop-time minutes. This is determined by the following formula:

Actual ice time remaining divided by 2 equals the time on scoreboard. This must be noted on the score sheet by the referee. The revised playing time shall be shown on the clock at the commencement of the third period.

F. 10U

1. 1¼ hour games:
 - a. 4-minute warm-up
 - b. 1 minute between periods
 - c. 3 eighteen (18) minute run clock periods
 - d. No ice scrapes
2. See previous note regarding insufficient time to complete the third period.

G. At all league games, teams are not permitted on the ice prior to the referees being on the ice.

H. Home Team Responsibilities

1. Provide ice for home games (game length described above).
2. Schedule referees. 12U, 14U, 16U and 18U will use a single referee and two linesmen system whenever possible. (A two referee and two linesmen system is acceptable also.) A two-referee system may be used in the event that 3 officials are not available. 10Us may use a 2-referee system if they wish
3. Provide score sheets. Each score sheet will be checked indicating that this is a scheduled league game and will include the game number on the score sheet. The game number is located on the league schedule provided to each participating association
4. Fill out the player roster numerically.
5. Note any players serving a game suspension on the score sheet
6. Any team playing an ineligible player will forfeit 2 league standing points and will suspend its head coach for 30 days. The opposing team will be credited with 2 league standing points and will record a "1-0 forfeit" win as outlined in the USA Hockey Guidelines.
7. Provide minor officials, i.e., timekeeper, scorekeeper, penalty boxes
8. Complete the score sheet and electronically transmit the sheets to the League Statistician by the following Tuesday. Failure to provide the League Statistician with the score sheet within 30 days will result in a recorded forfeit for the home team.
9. Wear light jerseys, if available.
10. Leave the ice after the visiting team has left the ice.

I. Visiting Team Responsibilities

1. Provide a team roster in numerical order
2. Wear dark jerseys, if available
3. Provide a penalty box person if asked by the home team manager
4. Leave the ice immediately after the handshake.

IX. DISCIPLINE

- A. All league games will be played in accordance with the disciplinary rules of USA Hockey. Any game misconduct penalty incurred in a league game will be served at the next game, league, or non-league, played by that team to comply with the USA Hockey rule for serving misconduct penalties (Rule 404). If there is an intervening non-league game, the penalty would also have to be served at the next scheduled league game. Conversely, a game misconduct penalty incurred in a non-league game would be served in the next game, league or non-league, thereby complying with both League and USA Hockey requirements. Match penalties will be handled in accordance with the PNAHA Suspension Guidelines as printed in the current PNAHA Guidebook.
- B. All discipline reports generated by USA Hockey go to the proper authority for each team. The proper authority is the Member Association or Member Team. Each Member must submit to the Competition Committee during the Spring/Summer Meeting, the name and email address for the person who should get these reports. The Chair will send this information to the Affiliate President.
- C. The zero tolerance rules for coaches, players and parents for abusive or inappropriate language, gestures, and behavior will be observed as outlined in the USA Hockey Annual Guide.

- D. Any player or team official suspended shall not remain near the bench of **their** team. The Team Official may not in any way attempt to direct the play of his team. The suspended player or team official cannot participate in team activities for **45 minutes** prior to the game through ½ hour after the conclusion of the game. (Note: Rule 401c, Officials Rules of Ice Hockey 21-25)

X. LEAGUE CHAMPIONS

- A. League champions will be determined per rule Section IX. There will be a banner awarded to the champion. Banners for, **10U, 12U** 14U, 16U and 18U will be distributed at the PNAHA Spring/Summer meeting held annually in June.

XI. OTHER ARTICLES

- A. Wherever “USA HOCKEY” is used in this section it shall mean USA Hockey and PNAHA.
- B. The use of “his/he” is not meant to be gender specific, but refers to both male and female participants.

COACHING EDUCATION PROGRAM REQUIREMENTS

Please refer to the USA Hockey website for the most current and up to date information related to Coaching Education Program requirements. [CEP Curriculum \(usahockey.com\)](https://www.usahockey.com/cepcurriculum) – <https://www.usahockey.com/cepcurriculum>

COACHING CREDENTIAL POLICY

USA Hockey and PNAHA require that coaches will be properly credentialed. The rules are very clear and have been communicated to PNAHA Member Associations. Association Directors and Coaching Directors are expected to support their coaches by ensuring information regarding coaching clinic dates is distributed to everyone who needs this information. Association Directors are responsible for ensuring that only properly carded coaches are permitted to perform the responsibilities of a team coach.

Any Association or Director who permitted an unqualified person to perform the responsibilities of a coach will be referred to the PNAHA President. The President will initiate an investigation. The President may implement disciplinary action as appropriate to the circumstances.

If an individual who is not properly credentialed by USA Hockey or whose credentials may have expired is on a team bench or performs the responsibilities of a coach, the individual shall be suspended immediately from any coaching activities. The incident will be referred promptly to the appropriate PNAHA Vice President for investigation. If it is determined that the individual did improperly assume the role of a coach without proper credentials, the individual will be suspended from all coaching activities for the remainder of the current season. The individual will remain on indefinite suspension from all coaching activities until such time as she/he obtains the necessary USA Hockey credentials.

If an individual violates this policy a second time while suspended, he/she will be suspended from participating in all USA Hockey activities for 12 months.

CREDENTIAL PROCESS POLICY FOR PNAHA STATE TOURNAMENTS

Approved January, 2015

All State Tournament bound teams, where the winners proceed to District or National Tournaments will submit their Credential Packet at the January PNAHA General Winter meeting through their PNAHA Representative. (As of this writing, this included Tier 1 and Tier 2 teams at the 14u, 16u and 18u age categories.)

Associations not represented at the January PNAHA General Winter meeting will be notified by electronic mail within 24 hours after the PNAHA General Winter meeting by the PNAHA Secretary/Treasurer as to where to mail their packets. The Credential Packets are due within four (4) business days from the date of the PNAHA General Winter meeting.

In addition to the required Credential Packet documentation, team managers will supply a contact list that includes a name, phone number (cell, home and work) so that the team can be contacted to correct deficiencies discovered by the assigned pre-credential personnel.

CREDENTIAL PACKET

Team managers are required to utilize the USA Hockey Credentials Verification Sheet when compiling their credential packet. This form and others required for the Credential Packet can be downloaded by your local registrar via the USA Hockey Registry website.

- USA Hockey Official Team Roster Form
 - Downloaded for you by your association's registrar
 - Marked as verified by the District Registrar by the green "Approved" graphic.
 - This roster should be current (i.e. within a week of starting the verification process).
 - The rosters contain up to date (last interface with USA Hockey database) info on Coaches, Card level and expiration date, Modules completed and SafeSport Training status (This info needs to be part of the book).
- 2 copies of the Credentials Verification Sheet obtained from your association registrar.
 - One filled out by the manager when verifying they have everything required for all players, managers and coaches
 - One blank to be used by the credential verifier.
- Score sheets available through that date (Note: any additional score sheets needed to qualify for the tournament would be due to the credentialing designee two weeks prior to the tournament.

LATE CREDENTIAL PACKETS

Any team whose credentialing packet is not received within four (4) business days of the PNAHA meeting will be assessed a \$25.00 late fee

CONFLICT OF INTEREST POLICY

It is in the best interest of the PNAHA ("Pacific Northwest Amateur Hockey Association"), USA Hockey to be aware of and properly manage all conflicts of interest. This **Conflict of Interest Policy** is designed to help board members, staff and volunteers of the PNAHA identify situations that present possible conflicts of interest and to provide the PNAHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. **Conflicts of Interest Defined**. In this Policy, a person with a conflict of interest is referred to as an "Interested Person." For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, staff or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the PNAHA for goods or services.
- b. A director, officer, staff or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the PNAHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the PNAHA.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the PNAHA. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the PNAHA are not compromised by the personal interests of stakeholders in the organization.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the PNAHA.

2. **Definitions**.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the PNAHA or a major donor to the PNAHA or anyone else who is in a position of control over the PNAHA who has a personal interest that is in conflict with the interests of the PNAHA.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the PNAHA is not a Contract or Transaction.

3. **Procedures**.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If

board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the PNAHA has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of the PNAHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the PNAHA's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of PNAHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of PNAHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Administration of Policy.** Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

- a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
- b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

6. **Acknowledgement of Conflict of Interest Policy.** The undersigned hereby acknowledges that he or she has read the PNAHA Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

Signature: _____ Date: _____
Print Name: _____ Position: _____

WHISTLEBLOWER POLICY

This Whistleblower Policy of the PNAHA ("Pacific Northwest Amateur Hockey Association"), USA Hockey: (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the PNAHA; (2) specifies that the PNAHA will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The PNAHA encourages complaints, reports or inquiries about illegal practices or serious violations of the PNAHA's policies, including illegal or improper conduct by the PNAHA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the PNAHA has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** The PNAHA prohibits retaliation by or on behalf of the PNAHA against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The PNAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the PNAHA President immediately; if this person is implicated in the complaint, report or inquiry, it should be directed to either PNAHA Vice President. The PNAHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the PNAHA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

PNAHA SUSPENSION GUIDELINES

1. ALL MATCH PENALTIES shall have a minimum 3 game suspension. If an injury is sustained due to the infraction, the suspension shall be indefinite until review by the proper authorities.
2. The following penalty shall have an indefinite suspension until reviewed by proper authorities. NOTE this penalty is also addressed in the PNAHA Rules and Regulations, Article III Suspensions, "Any team that leaves the ice during a game: the team, coach and/or team official may be suspended for a period of one (1) year and shall be suspended for a minimum of thirty (30) days."

633 (a-b) Refusing to Start Play

3. The following Match Penalty shall in all cases be reported to the District Referee in Chief within 48 hours. The player, team official or coach involved shall be suspended indefinitely until further review by the proper authorities.

601 (e1) Abuse of Officials and Other Misconduct

4. A Coach and/or a Team Official who knowingly allows the participation of an ineligible player in any game shall be suspended for a minimum of thirty (30) days.
5. A game misconduct acquired for MINOR checking from behind while playing in Canada or in a Canadian League does not require the player to be suspended the next game, whether in the U.S. or Canada.
6. Any player, coach or team official suspended shall not have contact with the team **45 minutes** before the game until one half-hour (1/2) after the game.
7. A player or team official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until his/her case has been dealt with by the proper authorities.
8. Any player, coach or team official shall NOT act as an **on/off** game official when they are suspended due to serving game or match penalty suspensions and/or any other supplementary discipline suspensions while suspended by PNAHA shall NOT act as a game official. *(PNAHA Meeting Minutes June 2018)*

NATIONAL REPORTING POLICY

1. When a Major or a Game misconduct is called, the Referee must, in all cases, complete an online Official Incident Report per USA Hockey Rules. The PNAHA Affiliate President will configure the USA hockey reporting system so that reports will only be sent to:
 - a. PNAHA's Supervisor of Officials
 - b. The Proper Authority of the offending player, team official or team
 - c. PNAHA Vice Presidents
 - d. PNAHA President
2. When a MATCH Penalty is called, the Referee must, in all cases, complete an online Official Incident Report per USA Hockey Rules.
 - a. The PNAHA Affiliate President will communicate to USA Hockey that these reports will only be sent to:
 - i. PNAHA's Supervisor of Officials
 - ii. The Proper Authority of the offending player, team official or team PNAHA Vice President
 - iii. PNAHA President
 - b. The Home Association must send an official copy of the score sheet to the PNAHA's Supervisor of Officials and the Proper Authority of the offending player or team upon written request.
 - c. The Proper Authority must hold a hearing in accordance with USA Hockey Bylaw 10.
 - d. It is the responsibility of the Proper Authority of the offending player, team official or team to contact the proper PNAHA Vice-President and submit their finding in the matter.
 - e. The PNAHA Vice President will review the findings and determine if they are in compliance with USA Hockey and PNAHA Bylaws, rules and regulations and policies and procedures. If they are not in compliance, the PNAHA Vice President will work with the Proper Authority to correct any compliance issues.

REFEREE REGISTRATION PROCEDURE

NEW APPLICANTS

New ice hockey officials may obtain Referee Registration forms from District Referee-in-Chief or his/her area supervisors.

RENEWAL REGISTRANTS

Previously registered ice hockey officials will receive their materials in the mail direct from the National Office.

ALL APPLICANTS (NEW AND RENEWAL)

The properly completed application shall be returned to the USA HOCKEY Office with a check in the proper amount.

You will then receive a current USA HOCKEY Rule Book, Rules Examination and Answer Sheet. Return the properly completed Answer Sheet for grading.

If the minimum grade requirements are obtained, USA HOCKEY in conjunction with the District Referee in Chief will review the application and determine the proper classification for the applicant.

If an excess amount of money was submitted it will be refunded. If the minimum grade was not obtained the exam may be taken over again. Upon acceptance of the application, all Referees will receive an Official USA HOCKEY Referee's manual, sweater crest, Excess Accident, Catastrophic Injury and Liability Insurance coverage, a subscription to USA Hockey Magazine, Stripes newsletter, and registration card for the current season.

NOTE

Referee registration begins **June 1** and **ends December 31**. To be eligible to officiate in any State, District, Regional Playoffs or National Championships, an official must be registered on or before December 31 of the current season. All officials may register and take their open book test by accessing the USA Hockey website at www.usahockey.com.

For the latest information on registering as an official please visit [Registration Rules & Policies \(usahockey.com\)](http://www.usahockey.com/registrationrules) – <https://www.usahockey.com/registrationrules>

DISTRICT AWARDS

Each season the Pacific District presents the following awards as voted on by the Presidents of the Affiliates within the district.

Andy Anderson Award: Presented to an outstanding administrator in the District.

Dempsey Anderson Award: Presented to an outstanding Coach in the District.

Pete Anderson Award: Presented to an outstanding Referee in the District.

(Note: Winners are listed on Page 86 of the Pacific District Annual Guide)

MEMORIAL TO THOSE WHO SERVED

What we have once enjoyed deeply we can never lose. All that we love deeply becomes a part of us. – Helen Keller

Drucilla “Dru” Ann Hammond
(1953 – 2021)
PNAHA President



Robert “Robby” William Kaufman
(1981 – 2021)
PNAHA 1st Vice President

