



ANNUAL GUIDE

2023 - 2024

ADOPTED AND APPROVED BY THE
OFFICERS AND DIRECTORS OF MEAHA
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Executive Board

President:	Mike Keaney 207-240-9710 Cell President@meaha.com
1 st Vice President:	Eric Soltys 781-697-4637 Eric.Soltys@aol.com
2 nd Vice President:	Jesse Simko 207-236-9400 Ext. 304 VP2@meaha.com
Secretary:	Tori Dunphy 207-481-0171 tredunphy@gmail.com
Treasurer:	Chris Washburn 207-478-7673 Cell Treasurer@meaha.com

Directors

Travel (Tier II & III)	Wayne Neiman	207-975-9773	wcneiman@gmail.com
House (Tier IV)	Jamie Bourgoin	207-240-8388	bluelineproshop@yahoo.com
Womens	Chandler Buie	207-735-4871	chandler.buie@gmail.com
ADM	Kris Wing	207-212-6433	adm@meaha.com
Coaching	Denis Collins	207-944-3064	denis.m.colliins@maine.gov
Player Development	Jacob Strong	603-209-8123	jacobcstrong@gmail.com
Discipline	Christian Hebert	508-341-0651	disciplinary@meaha.com
Registrar	Sue Hamlin	207-852-8579	registrar@meaha.com
Tournaments	Melissa Ngo	603-205-3574	admin@meaha.com
Webmaster	Melissa Ngo	603-205-3574	admin@meaha.com
Admin	Melissa Ngo	603-205-3574	admin@meaha.com
Referee in Chief	John Melancon	207-441-2968	jmelanson1989@gmail.com
Safe Sport/Risk	Mike Keaney	207-240-9710	president@meaha.com
Grow the Game	Jesse Simko	207-236-9400	vp2@meaha.com
Goalie Coordinator	Kirby Saari	207-400-6637	goalie@meaha.com
Adult	John Robertson	207-313-2588	adult@meaha.com

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Safe Sport Program/Screening Policy

1. General:

- a. The safety of our participants is of paramount importance to MEAHA. In order to promote the safety and well being of our participants, MEAHA, an affiliate of USA Hockey, has adopted USA Hockey's Safe Sport Program as the basis for our background screening program. All coaches (head and assistants), officials, managers and other individuals who have routine access to children (anyone under the age of majority) must consent to be screened and complete the on-line screening process. All Associate and Allied Members affiliated with MEAHA must adopt this Screening Policy as a condition of their membership. The MEAHA background-screening program will follow USA Hockey's Safe Sport Program requirements and can be found in the Safe Sport Program Handbook at:

[USA Hockey Safe Sport Resource Page](#)

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Player Eligibility Policy

1. General:

- a. A player must be a registered member of a MEAHA participating Associate or Allied Member in order to participate in practices, games, leagues, tournaments and other competitions sanctioned by MEAHA.
- b. A player must abide by all rules, regulations, policies and by-laws of MEAHA, New England District Hockey and USA Hockey.
- c. A player must reside in or attend school within the boundaries of the State of Maine to be eligible to participate on a MEAHA sanctioned team.
 - i. Exception: A team may roster up to two players who do not meet the residency requirements as stated in 1.c above.
 - ii. Exception: Players participating with MEAHA sanctioned National Tournament eligible Tier I Youth teams and Girls National Tournament Bound teams.

2. Residency Requirements:

- a. A player's residence shall be defined as follows:
 - i. The city or town in which the player habitually resides and is presumed to be the city or town in which the player resides with the custodial parent(s) or guardian(s).
 - ii. If further clarification of residency is required, the city or town in which the player's school has determined that the player lives in may be used in determining a player's residency.
- b. The onus of proof to establish residence shall rest entirely with the player.
- c. A player may transfer between MEAHA Associate or Allied Members per the MEAHA Release Policy.
- d. Residency requirements of MEAHA shall be strictly enforced.

3. Age Classifications:

- a. MEAHA age classifications are set forth in Article XXI of the MEAHA By-Laws. (Classifications are set annually by USA Hockey)
- b. Playing in a younger age classification:
 - i. No player shall participate in an age classification younger than their birth year, except per the USA Hockey policy for such play downs.
- c. Playing in an older age classification: **Co-ed Youth**
 - i. No player in the 8U age classification may participate on any team in an older age classification.
 - ii. 18U teams (17 and 18) may roster 16 year old player and 16U teams (15 and 16) may roster 14 year old players at the discretion of the Associate or Allied Member organization. Each Associate or Allied Member shall establish appropriate policies/guidelines for making

determinations in relation to allowing these players to play out of their appropriate age classification.

1. Short-term “play ups” as necessitated by illness, injury, or other similar considerations shall be permissible by any Associate or Allied Member, provided that such short-term “play up” shall be limited to no more than 3 games for any 1 player, and any such “play up” shall be reported to the opposing team and shall be expressly noted on the official game score sheet(s).
 2. Tier IV 18U/16U leagues will be rostered under the “High School” classification and may contain players aged 14 to 18 who are enrolled in and attending High School in Maine.
- iii. 10U (9 and 10) and 12U (11 and 12) “play ups” of one age year may be allowed but only as follows:
1. Full-season “play ups” must be approved by MEAHA and shall be considered upon written request from the Associate or Allied Member to MEAHA, submitted by no later than May 1st for players seeking to participate on Tier II or Tier III teams in the upcoming season and by October 1st of the current season for Tier IV players, for consideration. Full-season requests should include written statements from the player’s parents, coach of the appropriate age class and coach of the play-up age class as well as the Associate or Allied Member organization, as to the reason for the request and **indications of why playing-up is the best alternative for the player**. A committee consisting of the MEAHA VP 1, Travel Director, House Director, Women’s Director and ADM Director will consider the full-season request and provide a determination within 5 business days of receipt of the request.
 2. Short-term “play ups” as necessitated by illness, injury, or other similar considerations shall be permissible by any Associate or Allied Member, provided that such short-term “play up” shall be limited to no more than 3 games for any 1 player, and any such “play up” shall be reported to the opposing team and shall be expressly noted on the official game score sheet(s).
- d. Playing in an older age classification: **Girls**
- i. No player in the 8U age classification may participate on any team in an older age classification.
 - ii. Players 9 years and older will be restricted to playing in their age appropriate classification or one age classification older.
 1. Tier IV teams may request a variance from d.ii above as follows:
 - a. Requests must be submitted in writing by September 30th of each season to MEAHA for consideration.

- i. Requests should include written statements from the player's parents, coach of the appropriate age class and coach of the play-up age class as well as the Associate or Allied Member organization, as to the reason for the request and indications of why playing-up is the best alternative for the player.
- ii. A committee consisting of the MEAHA VP 1, Travel Director, House Director, Women's Director and ADM Director will consider the request and provide a determination within 5 business days of receipt of the request.

4. Sanctions:

- a. MEAHA shall immediately suspend any team that registers and/or allows a player in any practice or game unless the following have been completed:
 - i. Obtain satisfactory proof of residence
 - ii. Obtain any necessary release per the MEAHA Release Policy
- b. Any player or player parent/guardian proven to have done any of the following shall be automatically suspended from registering with and playing hockey for any MEAHA Associate or Allied Member for a period of up to one (1) year. Such period shall be determined by the Disciplinary Committee.
 - i. Falsification of any document used to establish residency
 - ii. Failure to provide any necessary document used to establish residency
 - iii. Falsification of a Release Form
 - iv. Failure to provide a signed Release Form
 - v. Any knowledge of and failure to report any of the above infractions
- c. Any coach, team member, or Associate or Allied Member Executive proven to have been a party to, or having had any knowledge of any of the infractions noted in paragraph 4.b, shall be automatically suspended from all MEAHA activities (coaching, administration, play, etc.) for a period of not less than three (3) years as determined by the MEAHA Disciplinary Committee.

5. Player Tampering and Unauthorized Tryouts

- a. No Associate or Allied Member, Team, Coach, or Manager shall allow to, participate in any practices or games, a registered player from any other Associate or Allied Member without having first obtained a signed Release Form.
- b. Any tryout that does not comply with the defined Tryout Window and Open Tryout criteria of League Policies will be considered Unauthorized and subject to penalties and fines as defined by the Discipline Committee.
- c. Failure to comply with paragraph 4.a shall result in the following:

- i. The Head Coach of the offending team shall be suspended for not less than ten (10) games
- ii. The offending team and/or Associate or Allied Member shall be fined \$500, which shall be payable to MEAHA within thirty (30) days of the notification of the fine. Failure to submit payment of the fine within the specified period shall result in the automatic suspension of the offending team and/or Associate or Allied Member from MEAHA.
- iii. The subject player shall not be eligible to register or play with the offending team and/or Associate or Allied Member.

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Release Policy

1. General:

- a. A player must obtain a Release from their Original Association prior to committing to or participating in any practice or game with a New Association.
 - i. Original Association is defined as the Associate or Allied Member Association of MEAHA that a player was a team member of in the most recent USA Hockey season.
 - ii. New Association is defined as the Associate or Allied Member Association of MEAHA that a player has/is committed to for the upcoming or current season of USA Hockey.
- b. The purpose of the Release is to obtain written documentation from the Original Association that the player wishing to join a New Association has no outstanding financial obligations and/or disciplinary sanctions with the Original Association.

2. Procedure:

- a. A player wishing to register with or participate in any practice or game with a New Association must first obtain a signed Release Form from their Original Association.
- b. The Release Form must be signed and dated by the President of the Original Association. By doing so the President of the Original Association is acknowledging that the player has no outstanding financial obligation and /or disciplinary sanctions with the Original Association.

For the 2023-2024 season, the release form will signed through the Release Database which will be maintained online.

- c. Prior to registering with or participating in any practice or game with a New Association, a player and his/her parent/guardian must request a release from their current Association.
 - i. By completing and signing this form, the player and his/her parent/guardian are committing to the listed New Association for the upcoming USA Hockey season and all subsequent seasons. They further understand and acknowledge that by committing to this new organization, that they may play for only 1 MEAHA recognized association in accordance with MEAHA By-Laws Article XIX, 3,a,ii and therefore may not commit to a different New Association for the upcoming season after the signed date of the Release Form.
- d. Upon receipt of a signed Release Form by a player and his/her parent/guardian, the New Association president must sign and date the Release Form. Copies of the completed Release Forms will be maintained in the Release Form Database.

3. Rules:

- a. A player having completed a Release Form and therefore having committed to a New Association, may not commit to a different New Association after the signed date of the Release Form except as follows:
 - i. The New Association and/or the team within the New Association is disbanded.
 - 1. The player may then return to their Original Association and/or try-out for or move to a different New Association.
 - ii. The player's place of residence changes such that it would be impractical for the player to remain with the New Association committed to.
 - 1. The player may then return to their Original Association and/or try-out for or move to a different New Association.
- b. A player may not complete a Release Form and commit to a New Association after the following dates (unless due to a change in residency):
 - i. Tier II & Tier III 18U/16U Coed Teams: July 31st for the current season
 - ii. Tier II & Tier III Coed Teams: August 31st for the current season
 - iii. Tier II & Tier III Girls Teams: August 31st for the current season
 - iv. Tier IV Coed Teams: September 30th for the current season.
 - v. Tier IV Girls Teams: September 30th for the current season
- c. Any Player, Team or Association found to be in violation of the Release Policy shall be subject to disciplinary action by the Disciplinary Committee.
- d. The Release Form used shall be the Release Form attached to these Policies and Procedures.

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Disciplinary Committee

1. General:

- a. The Disciplinary Committee (DC) shall be the mechanism within Maine Amateur Hockey Association (MEAHA) which shall be tasked with adjudicating matters such as;
 - i. Disputes among members and or member associations
 - ii. Code of Conduct/Ethics violations
 - iii. Playing rules violations
 - iv. All other matters deemed a violation of USA Hockey, New England District or MEAHA by-laws, rules or policies
- b. The DC shall hear all matters brought before it, determine the facts and circumstances of the matter, resolve the dispute and/or issue findings, and set forth any disciplinary action deemed necessary.
- c. The DC shall be established according to Article XII – Committees, of the MEAHA By-Laws.
- d. All persons serving on the DC shall be expected to recuse themselves from any matters in which they have a conflict of interest.

2. Notification and Scheduling Procedure:

- a. All matters shall be referred to the DC by one of the following:
 - i. Referee in Chief
 - ii. Associate or Allied Member President
 - iii. MEAHA Executive Board Member
- b. Notification of matters submitted to the DC must be in writing and must include:
 - i. A description of the dispute and/or violation
 - ii. Written statements from all parties involved
 - iii. An expectation of the resolution expected from the submitting party.
- c. Within seven days of receipt of the written notification, the DC shall set a date, time and location for any necessary hearings on the matter and shall notify all parties involved of such date, time and location. The notification to the parties shall also make clear that if a party does not attend the hearing, the matter may proceed in the party's absence without further notification.

3. Hearing Procedure:

- a. All matters brought before the DC which are, in nature, a dispute between two or more parties, may be resolved at any time prior to or during the DC's hearing of the matter but before the DC has made a ruling on the matter. The resolution shall be presented to the DC for ratification provided the resolution is not in violation with any USA Hockey or MEAHA by-laws, rules or policies.
- b. A party to a hearing may be represented by counsel, call and examine witnesses, conduct cross-examination of opposing parties, submit written documents and present arguments to the DC.
- c. The hearing shall not be open to the public unless the DC Chairperson otherwise orders it, for good cause. All reasonable efforts shall be made by

the parties, witnesses and the DC to keep all matters confidential and preserve the privacy of the parties.

- d. During the hearing the DC shall do the following as necessary based on the issue:
 - i. Determine if the matter is within the DC's jurisdiction
 - ii. Confirm that all information has been properly submitted
 - iii. Permit the parties to present their cases
 - iv. Receive such evidence as is relevant and considered to be reliable and trustworthy
- e. The chairperson of the DC may add, as a party to any hearing, any person or Association that is deemed to be affected by the resolution of the matter before the DC.

4. Determination

- a. At the conclusion of the hearing, the DC may make such determination as is appropriate for the circumstances of the matter and consistent with the policies and by-laws of MEAHA.
- b. The DC shall provide its determination in writing, postmarked (or electronically delivered) within 10 business days of the hearing date. The DC may at its discretion notify the parties sooner and may notify the parties verbally, however; the written notice of determination must still be completed.
- c. The DC in its discretion may choose as a remedy or consequence of the matter having been heard any of the following forms of recourse but is not limited to such forms as described here:
 - i. Suspend or restrict the privileges extended through MEAHA to any of the parties involved
 - ii. Assess any costs of enforcement of the determination to any party found to be at fault or in violation
 - iii. Impose monetary penalties against any party found to be at fault or in violation
 - iv. Require the parties to appear before either the MEAHA Executive Board or the entire board of MEAHA for further action
 - v. Render any other determination necessary to bring the matter to a close
 - vi. Utilization any combination of the above
- d. Each party to a hearing agrees to be and shall be bound by any and all determinations of the DC and agrees to take all such steps as are necessary to ensure compliance with such determinations.
- e. The decision of the DC shall be final and binding on all parties, subject only to further rights of appeal as may be available under the policies and/or by-laws of MEAHA, New England District and USA Hockey.

5. Appeals:

- a. Any party aggrieved by a determination of the DC shall have the right to appeal such determination to the Appeal Committee (AC) of MEAHA.
- b. The appeal must be submitted and postmarked in writing, with a non-refundable fee of fifty dollars (\$50.00), within ten (10) business days from the

- date of the DC's written decision. The appeal will be addressed to the MEAHA President, who shall set the time, date and place for the appeal no later than the next regularly scheduled business meeting of MEAHA.
- c. Persons designated by the MEAHA President to sit on the AC shall be deemed to have no interest in the outcome of the appeal.
 - d. The AC shall receive such evidence as was originally presented to the DC. Evidence may be reviewed and witnesses interviewed that was not part of the original DC hearing if it is deemed that all of the following conditions exist:
 - i. The evidence was not discoverable by reasonable due diligence before the end of the original hearing
 - ii. The evidence is wholly believable
 - iii. The evidence is practically conclusive of an issue in the hearing
 - e. At the conclusion of the appeal hearing, the AC may approve or dismiss the appeal, uphold or modify the original decision in whole or in part, or make such other or additional decision to serve the interests of fairness.
 - f. The AC shall issue its decision in writing within ten (10) days of the hearing with such decision being binding on the parties involved, subject to further rights of appeal as may be available under the policies and/or by-laws of MEAHA, New England District and USA Hockey.

6. Recommended Infraction/Penalty Suspension List:

- a. The following are recommended game suspensions that may be imposed by the DC for infractions/penalties brought before the DC. Additional suspensions, fines and/or conditions may be imposed:

<u>Infraction/Penalty</u>	<u>Suspension</u>
Obscene gestures	3 games
Abusive and/or profane language	3 games
Spitting	4 games
Attempt to injure	4 games
Deliberate injury to another	5 games
Butt ending	4 games
Grabbing face mask/helmet	4 games
Kicking	6 games
Spearing	4 games
Head butting	4 games
Check from behind (Match)	5 games
Threatening an official	6 games
Physical abuse of an official	Indefinite
Discriminatory slur	Indefinite
Harassment/Hazing	Indefinite
Failure to properly register/certify (official/coach)	Indefinite

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8 and Under Policy

1. Guidelines

a. Season:

- i. 20 week season maximum
- ii. 50-60 ice sessions per year
 1. Ice Touches
 - a. 2 to 3 per week on-ice
 - b. 30 minutes per week off-ice training (utilize RWB training tips and games)
 - c. 40-60 minute ice sessions
 - d. Minimum 16 cross-ice games and 34 on-ice practices
 - e. Maximum 20 cross-ice games and 40 on-ice practices

b. Practices:

- i. 40-60 skaters on the ice for each practice
- ii. All practices should follow the practice plans from USA Hockey Coaching program which are found on USA Hockey website. Programs may use variations of these plans and mix and match to meet their needs. For plans, go to:

[USA Hockey Coaching Plans](#)

c. Games:

- i. Game Length shall be 40-60 minutes long depending on what best works for your program
- ii. 2-4 teams per cross-ice game session.
- iii. 9-13 skaters per team.
- iv. Some variation of 4v4 or 3v3 based on number of players on each team to ensure a 3 to 1 or 2 to 1 work to rest ratio.
- v. Running time with 90 second or 2 minute buzzers for line changes.
- vi. Only use face-offs to start the game and subsequent periods.

2. Rules

a. General:

- i. Blue pucks will be used for all 8U on-ice and/or off-ice events
- ii. USA Hockey referees are required to be used in accordance with USA Hockey guidelines.
- iii. No "full-time" goaltenders shall be used for cross-ice teams.
- iv. Cross-ice games shall NOT use a scoreboard or scorekeeper.

- b. Teams:
 - i. NO 8U travel teams will be permitted within MEAHA Associate or Allied Members.
 - ii. NO 8U full-ice teams will be permitted within MEAHA Associate or Allied Members.
- c. Tournaments:
 - i. All Mite tournaments sponsored by MEAHA Associate or Allied Members shall use the cross-ice format.
- d. MEAHA Associate or Allied Members not following these rules for ALL 8U teams, will NOT be eligible to participate in any MEAHA State Tournaments at ANY age group and will NOT be eligible to receive MEAHA grant funding of any kind.

3. Exemptions:

- a. There are no exemptions from this policy.

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MEAHA League Policies

1. General:

- a. MEAHA will host leagues at the Tier I (14U, 15U, 16U and 18U), Tier II, Tier III and Tier IV levels. Each league may include teams at the 10U, 12U, 14U, 16U, 18U, Girls 12U, Girls 14U, Girls 16U, Girls 19U, Adult Men and Adult Women.
- b. MEAHA leagues are open to all Associate and/or Allied Members in good standing.
- c. For the 2023-2024 season, all league teams (T2, T3, T4 in 10U, 12U, 14U) are required to play a minimum of six (6) league games prior to the first weekend in December during the current season. The MEAHA League Director, shall assess MEAHA's leagues for parity within each league and level of play, with input from MEAHA's Executive Board. The League Director may recommend the movement of teams, between Tiers 2, 3 & 4, for better parity in each league and level, to be approved by the MEAHA Executive Board at the December monthly MEAHA meeting.

2. League Policies (All Leagues and All Teams):

- a. Tryouts for MEAHA Co-Ed and Girl's teams (10U through 19U, Tier 2 & Tier 3):
 - i. Tryouts must occur between the following dates: the Monday following the completion of the final MEAHA sanctioned State Championship and the second Sunday in April (The Tryout Window).
 - ii. ALL MEAHA Teams must have an open tryout during the tryout window, regardless of the leagues that they compete in. Teams not holding an open tryout may NOT participate in MEAHA sanctioned leagues and may be referred to the MEAHA Disciplinary committee for additional sanctions. Teams that hold tryouts outside of the tryout window will not be rostered by MEAHA or any other USAH organization.
- b. Team Declarations:
 - i. Team declarations for MEAHA Tier I, Tier II and Tier III Co-Ed teams (10U through 18U) shall take place at the MEAHA Annual meeting. Each team shall submit, in writing, their Tier I, Tier II and Tier III rosters when declaring for either of the leagues on the MEAHA Team Declaration Form.
 - ii. Team declarations for MEAHA Tier II Girls teams shall take place at the August MEAHA meeting.
 - iii. Team declarations for MEAHA Tier IV teams shall take place at the October MEAHA meeting.
 - iv. No team shall be added to a league after the team declaration date for said league, unless approved by the Executive Board.

- v. MEAHA Tier II and Tier III Co-Ed teams will be assessed a League Fee established by the Travel Director and approved by the Executive Board each season. Withdrawal of a team (Co-ed or Girls) in Tier II or Tier III leagues after declaration shall result in the Associate or Allied Member association being responsible for the League Fee for that season plus assessed a fine equal to two (2) times the established League Fee (fine will be in addition to the League Fee).
- c. All players, coaches, and teams must be properly registered with USA Hockey.
- d. All players, coaches, and teams must follow MEAHA and USA Hockey by-laws, policies and rules.
- e. All coaches must be properly certified per the current USA Hockey coaching certification policies, including the Safe Sport required training.
- f. All programs potentially advancing on to State, Regional, Sectional, or National play must have proper paperwork and credentialing. Team Books must be certified by the Association's Registrar. Teams advancing from the State Tournament to Regional, Sectional, or National Tournaments will have their Team Book certified by the MEAHA Registrar.
- g. All Team Books must follow the USA Hockey and MEAHA format provided:
 - i. Tab 1: Team Registration
 - 1. Team Credential/Verification Sheets (2 copies)
 - 2. Approved Team Roster Registration Form (1-T) certified by MEAHA Registrar
 - ii. Tab 2: Game Sheets
 - 1. MEAHA League games in front (sorted by date)
 - 2. Non-League and Tournament games behind (sorted by date)
- h. All players and teams must complete the following to be eligible for MEAHA State Tournament play:
 - i. All players must play in 50% of MEAHA League regular season games.
 - 1. Players who are injured and will miss multiple games that may affect their 50% eligibility due to injury or illness may request a waiver from the MEAHA Executive Board.
 - ii. All teams must have completed a minimum of 16 USA Hockey sanctioned games prior to the MEAHA State Tournament. Tier IV teams are exempt from this rule and shall play minimum games based on the criteria set forth in the Tier IV league policies below.
- i. Only official score sheets may be used. (For the 2023-2024 season, **GameSheet** generated game sheets will be accepted as official score sheets for all MEAHA Tier 2 and Tier 3 Youth leagues)
 - i. All game sheets must use a pre-printed team label with all players and coaches listed, to include player numbers and CEP#'s for coaches.
 - ii. Players serving a game misconduct may be present, listed and noted as serving the game misconduct. (this game will NOT count towards a player's 50% League Game rule and the 20 Game Team rule for regional and national tournaments)
 - iii. Any coach listing a player on the score sheet for a game that is not in attendance may be subject to disciplinary action.

- j. Game reporting:
 - i. All league games shall be reported by the Home team, through the league schedule on the MEAHA website, no later than 9 AM on the Tuesday following the date of the game. A fine of \$50 may be assessed for not reporting a game to the website in a timely manner.
 - ii. All league games shall be listed on the MEAHA website.
 - iii. Discrepancies in reporting of league games and or game schedules should be brought to the attention of the Director for such league.
- k. Officials:
 - i. The USA Hockey approved officiating format will be used at all games
 - ii. Officials may make the decision to switch the game to running time during the 3rd period if it is apparent that there is insufficient time remaining to complete the game under stop time. The officials will notify the off-ice officials as well as both team's coaches upon making the decision to use running time. The running time provision should be adjusted so that the last 2 minutes of the game are played under "stop time" rules.
- l. Suspensions:
 - i. All suspensions will follow USAH's Playing Rules and will be subject to Supplemental Discipline as determined by MEAHA's Disciplinary Committee.
- m. There will be a MEAHA Tournament at the end of each league season to determine the MEAHA State Champion and runner-up in each age classification and skill level. Tournament formats will be set by each league and may be adjusted as necessary to accommodate the number of teams in each league.
- n. The MEAHA and USA Hockey Zero Tolerance as well as USA Hockey's Safe Sport Policy will be strictly enforced at all MEAHA and USA Hockey sanctioned events.
- o. Off-ice Officials (scorekeepers, clock-keepers, penalty box attendants) shall follow the USA Hockey guidelines for Off-Ice Officials at all times.
- p. The MEAHA Release Policy will be strictly adhered to.
- q. Per Article VI of the MEAHA By-laws, "All players within MEAHA shall only be eligible to participate in one MEAHA tournament per season".
- r. Players participating on a MEAHA team may NOT also participate, at any time, on another MEAHA team participating in a MEAHA League at the same or any other level (Tier I, II, III or IV).
- s. Standings:
 - i. The final standings for all divisions will be determined by the following:
 - 1. Total points based on win/tie/loss (Win=2, Tie=1, Loss=0).
 - 2. In the event two teams are tied:
 - a. The first tie breaker is head to head league competition between the tied teams.
 - b. Second, total goals for less total goals against, in head to head league competition.

- c. Third, total goals for divided by total goals against, in head to head league competition. The team with the higher quotient will be the higher seeded team.
 - d. Fourth, total goals for less total goals against, in all league games.
 - e. Fifth, total goals for divided by total goals against, in league games. The team with the higher quotient will be the higher seeded team.
 - f. Sixth, Coin toss
3. In the event more than two teams are tied,
- a. First, total goals for less total goals against, in league games played among the tied teams.
 - b. Second, total goals for divided by total goals against, in league games played among the tied teams. The team with the higher quotient will be the higher seeded team
 - c. Third, total goals for less total goals against, in all league games.
 - d. Fourth, total goals for divided by total goals against, in league games. The team with the higher quotient will be the higher seeded team.
 - e. Fifth, Coin toss

3. Game Forfeiture and Postponement:

- a. A team which forfeits a game will not be allowed to use that game to meet the teams USA Hockey and/or MEAHA minimum game requirements for the team or its individual players.
 - i. In the case of a “No-Show”, the team that did not attend the game will be considered to have Forfeit the game.
 - ii. Using a player or coach in a game who is not registered with USA Hockey, not on the Official Roster, or otherwise ineligible to play will result in the game being forfeit for the offending team. In an “emergency” situation a coach with a valid USA Hockey registration may substitute on the bench even though they are not rostered with the team.
 - iii. In ALL cases of Forfeiture, the offending team will be responsible to pay the cost of ice rentals and officials for the game. The offending team may also be required to pay a fine of up to \$300 to MEAHA, at the discretion of the Director of the league.
 - iv. Any team Forfeiture of a MEAHA State Tournament game shall result in the offending team ineligible for further play within the MEAHA State Tournament as well as Forfeiture of all other scheduled MEAHA State Tournament games whether already played or not.
 - 1. The team shall be ineligible for advancement to any Championship game, and/or Regional, Sectional or National Tournament.

2. The team shall not receive any refund of fees paid for the tournament and shall be assessed an automatic \$300 fine by MEAHA.
- v. A Forfeiture will be reported by the “winning team” on the MEAHA website as follows:
 1. A score of 1 will be recorded for the winning team
 2. A score of 0 will be recorded for the losing team
- b. Teams may postpone/reschedule a game with 7 days advance notification to the opposing team and to the Director of the league. Both teams must agree to the postponement/reschedule. If both teams are not in agreement, the game will be considered a Forfeit for the cancelling team.
 - i. Game postponements/reschedules due to inclement weather may be initiated by either the home or away teams. Notification must be made to the opposing team by 7a.m. and/or within 6 hours of the scheduled start time of the game. The Director of the league must be notified as soon as possible. Rescheduling of the game must be completed and posted to the league schedule by the Friday immediately following the originally scheduled date.

4. Co-ed Tier I:

- a. MEAHA Associate member associations may host Tier I National Tournament eligible teams at the 13O, 14U, 15O, 16U and 18U age groups in the Youth classification.
 - i. MEAHA will follow the USA Hockey Annual Guide in all respects related to Tier I teams and play.
- b. MEAHA does not sanction Tier I Youth or Girls at 12U and younger.

5. Co-ed 18U & 16U Tier II League:

- a. Each team will schedule home and away games against each opponent within the league for a target game total of 10-14 league games. Games should primarily occur on Sundays.
- b. The league games will run from the last Friday in August to the last Sunday in October and will include all makeup games.
- c. Final standings will be calculated on the Tuesday immediately following the end of league play, based upon games completed. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100 payable before tournament play begins.
- d. The MEAHA tournament will be held the first weekend and second weekend in November.

6. Co-ed 18U & 16U Tier III League:

- a. Each team will schedule home and away games against each opponent within the league for a target game total of 10-14 league games. Games should primarily occur on Sundays.

- b. The league games will run from the last Friday in August to the last Sunday in October and will include all makeup games.
- c. Final standings will be calculated on the Tuesday immediately following the end of league play, based upon games completed. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100 payable before tournament play begins.
- d. The MEAHA tournament round-robin games will be held the first Sunday and second Saturday in November, with the championship game on the second Sunday in November.

NOTE: Effective 2020-2021 season, MEAHA Associate or Allied members seeking to participate in MEAHA's Tier II or Tier III leagues at Youth 10U, 12U and 14U levels, must meet the following:

- a. MEAHA Associate or Allied members participating in the MEAHA Travel Leagues must have an active "Learn-to-Skate/Play" and "8 & Under" programs.
- b. Associate or Allied member may declare their allotted Tier II/III teams in any combination of Tier II or Tier III as they feel is appropriate for the skill set of their teams.

7. Co-Ed Tier II Leagues:

- a. The Tier II leagues may consist of co-ed teams at the 10U, 12U and 14U age groups.
- b. The MEAHA Travel Director will determine the league schedule requirements prior to the September MEAHA meeting such that each team will schedule between 2-6 games with each opponent within their age bracket for a target game total of 18-24 MEAHA League Games. Half of the League Games will be Home and the other half will be Away.
 - i. 14U
 - 1. League games may begin on the second Sunday in October and will end on the **second** Sunday in February, to include all make-up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 - 2. Games should primarily be scheduled on Sundays.
 - 3. MEAHA Tournament games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Travel Director.
 - 4. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.

5. Teams may roster Tier III goalies on both Tier II and Tier III teams, to account for potential injury or illness of Tier II goalies.
- ii. 10U/12U
 1. League games will begin on the second Sunday in October and will end on the second Sunday in February, to include all make up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 2. MEAHA Tournament games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Travel Director.
 3. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.
 4. Teams may roster Tier III goalies on both Tier II and Tier III teams, to account for potential injury or illness of Tier II goalies.

8. Co-Ed Tier III Leagues:

- a. The Tier III leagues may consist of co-ed teams at the 10U, 12U and 14U age groups.
- b. The MEAHA Travel Director will determine the league schedule requirements prior to the September MEAHA meeting such that each team will schedule between 2 – 6 games with each opponent within their age bracket for a target game total of 18 – 24 MEAHA League Games. Half of the League Games will be Home and the other half will be Away.
 - i. 14U
 1. League games may begin on the second Sunday in October and will end on the second Sunday in February, to include all make up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 2. Games should primarily be scheduled on Sundays.
 3. MEAHA Tournament round-robin and Championship games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Travel Director.

4. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.
5. Teams may roster Tier IV goalies on both Tier III and Tier IV teams, to account for potential injury or illness of Tier III goalies.
- ii. 10U/12U
 1. League games will begin on the second Sunday in October and will end on the second Sunday in February, to include all make up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 2. MEAHA Tournament round-robin and Championship games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Travel Director.
 3. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.
 4. Teams may roster Tier IV goalies on both Tier III and Tier IV teams, to account for potential injury or illness of Tier III goalies.

9. Girls Tier II Leagues:

- a. The Tier II leagues may consist of teams at the 19U, 16U, 14U and 12U age brackets.
- b. Teams will schedule a minimum of 2 Home and 2 Away games with each opponent within their age bracket.
 - i. 19U/16U:
 1. League games may begin on the second Sunday in October and will end on the **second** Sunday in February, to include all make up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 2. Games should primarily be scheduled on Sundays.
 3. MEAHA Tournament games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Women's Director.
 4. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.

5. Teams may roster Tier IV goalies on both Tier II and Tier IV teams, to account for potential injury or illness of Tier II goalies.
- ii. 14U/12U:
 1. League games will begin on the second Sunday in October and will end on the second Sunday in February, to include all make up games. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed. Final standings will be calculated on the Tuesday following the end of League play. In any instance where a league game has not been completed by the end of league play, the game will be scored as a 1-0 win for the home team and each team involved will be fined \$100, payable before tournament play begins.
 2. MEAHA Tournament games will be coordinated and scheduled by the MEAHA Tournament Director and MEAHA Women's Director.
 3. It is recommended that each team roster 15 skaters and 2 goalies, however smaller rosters are allowed.
 4. Teams may roster Tier IV goalies on both Tier II and Tier IV teams, to account for potential injury or illness of Tier II goalies.

10. Tier IV League

- a. The Tier IV league may consist of co-ed teams at the 10U, 12U, 14U, 16U and 18U age groups as well as girl's teams at the 12U, 14U, 16U and 19U ages. There are no limits on the "number of teams" within the Tier IV League.
- b. 8U teams and players are not eligible to participate in any MEAHA leagues and must abide by the established **MEAHA 8U Policy**.
- c. The Tier IV League will be made up of teams with evenly distributed player skill levels from within each Association. Tier IV League teams may not be Select, Tryout, or Extended Play teams. Associations must make an effort to create competitively balanced teams with each age group within their association's Tier IV teams.
- d. Extended Play teams may be established after January 1, at the Coed 10U, 12U and 14U levels in order to attend an invitational tournament. Extended Play teams are not eligible for league play or any MEAHA Tournament. Associations, with the approval of the Executive Board and the Presidents of the associations involved, may combine players on extended play teams for the purpose of participating in an end of season tournament.
- e. Conferences: The Tier IV league will be divided into 2 Conferences: Northern and Southern.

The Northern Conference will consist of the following Associations:

1. Central Maine Youth Hockey Association
2. MC Storm Hockey Association
3. Skating Association of Maine
4. Brewer Youth Hockey
5. Presque Isle Youth Hockey Association
6. Maine Junior Black Bears
7. Southern Aroostook Minor Hockey Association

The Southern Conference will consist of the following Associations:

1. Midcoast Youth Hockey
2. Maine Gladiators
3. Maine Nordiques Hockey
4. Biddeford Youth Hockey
5. Casco Bay Hockey Association
6. Maine Evolution Hockey Association

Note: Some Associations and/or teams within an Association may switch conferences from year to year based on the number of teams and geography. Determination of conference make up will be determined by the Tier IV Director after the declaration date.

- f. Team declarations for MEAHA Tier IV teams shall take place at the October MEAHA meeting. As necessary, teams may be added after the declaration date with the approval of the MEAHA Executive Board.
- g. Teams will play League games within their respective Conference with a goal of playing between 10 and 18 league games for each team.
 - i. It is recommended that each team shall play league game sets (home and away) against each opponent within their division at their age bracket in an equivalent number to achieve a 10 to 18 league game schedule.
 - ii. Adjustments to the conferences, as determined by the Tier IV Director, may be made when the number of teams is greater than 10 in an age group.
- h. League dates will be:
 - i. 14U – The third Sunday in October through the second Sunday in February
 - ii. 12U – The third Sunday in October through the second Sunday in February
 - iii. 10U – The third Sunday in October through the second Sunday in February
 - iv. The final Sunday of league play shall NOT be used for regularly scheduled league games but shall be left open and available for make-up games as needed.

- i. The MEAHA State Tournament will be comprised of teams from each conference, as determined by the Tier IV Director. MEAHA Associations in good standing will host and run all Tier IV tournaments. An association must have a team competing in the league and age class for any MEAHA tournament that they host.
- j. Teams must confirm their participation in the Tier IV conference tournament and MEAHA State Tournament at the December MEAHA meeting.
- k. Eligibility of teams will be determined by their meeting the game requirements of the conference in which they are competing. Players must participate in 50% of their teams' league games to be eligible for the State tournament.
- l. Each Conference shall host a "Conference Tournament", using league standings, as determined by winning percentage of games amongst conference teams, to establish seeding within the tournament.
 - i. The result of the Conference Tournament is the advancement of teams to the MEAHA State Tournament. The number of teams advancing to the MEAHA State Tournament from each conference tournament will be determined by the Tier IV Director at MEAHA's December meeting.
 - ii. Each Conference Tournament shall be played the weekend following the league regular season end date.
 - iii. If a conference tournament is not necessary, because of the number of teams in a conference, the Tier IV Director, with the approval of MEAHA's Executive Board, may waive the conference tournament.
 - iv. Conference tournaments shall follow one of the approved MEAHA Tournament formats. Seeding and participation in the conference tournaments shall be based on league standings.

NOTE: ALL CONFERENCE AND STATE TOURMENTS MUST FOLLOW AN APPROVED MEAHA TOURNAMENT FORMAT PER MEAHA POLICIES.

Issued: February 2012

Updated: July 2022

MEAHA Tournament Policies

1. Tournament Formats

All Tournaments will follow an approved USAH National Tournament Format as outlined in USAH's National Tournament Guide published yearly. MEAHA's Executive board, at the recommendation of the appropriate league Director, may approve a change in the tournament format prior to the start of the league season, so long as all affected associations are in agreement with the modification of the tournament format.

[USAH National Tournament Guidebook](#)

Issued: May 2012
Updated: August 2023

Zero Tolerance Policy

Zero Tolerance Policy

1. General:
 - a. MEAHA will follow in all respects the Zero Tolerance Policy of USA Hockey and the guidance provided in the USA Hockey Annual Guide and USAH Safe Sport Program Handbook.
2. Additional Policies:
 - a. Any coach or player that receives a Game Misconduct under USAH's Playing Rules, Rule 601, Abuse of Officials and Other Misconduct, will be subject to the following penalties:
 - i. First Occurrence. Immediate 3 game Suspension
 - ii. Second Occurrence for the same team in the same season. Immediate 6 game suspension and the coach or player will not be eligible to compete in the team's MEAHA State Tournament or any New England District Regional/Sectional or USAH National Tournament.
 - iii. Third Occurrence. The coach or player is suspended for the remainder of the season and will be referred to MEAHA's Disciplinary Committee for possible additional disciplinary action.
 - b. Any Parent/Spectator removed from a MEAHA event shall be subject to an immediate 30-day suspension from all USAH activities and may be referred to MEAHA's Disciplinary Committee for additional sanctions.

Issued: May 2020

Sexual Abuse Policy

1. General:

- a. MEAHA will follow in all respects the Sexual Abuse Policy of USA Hockey and the guidance provided in the USA Hockey Safe Sport Program Handbook.

[USA Hockey Safe Sport Resource Page](#)

2. USA Hockey Policy:

- a. It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.
- b. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.
- c. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its affiliate associations.

Issued: May 2010

Updated: May 2022

Physical Abuse Policy

1. General:

- a. MEAHA will follow in all respects the Physical Abuse Policy of USA Hockey and the guidance provided in the USA Hockey Safe Sport Program Handbook.

2. USA Hockey Policy:

- a. It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.
- b. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

Issued: May 2010

Updated: May 2013

Conflict of Interest Policy

1. Purpose

- a. The purpose of this policy is to protect the interest of MEAHA when it is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly, the private interest of an officer, director or committee member of MEAHA. 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.

2. Definitions

- a. Interested Person
 - i. Any director, officer, or member of a committee having the Organization's delegated powers, and who has a direct or indirect financial interest as defined below, is an Interested Person.
- b. Financial Interest
 - i. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which MEAHA has a transaction or arrangement,
 2. A compensation arrangement with MEAHA or with any entity or individual with which MEAHA has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MEAHA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Part 3, Section c, a person who has a financial interest may have a conflict of interest only if the MEAHA Executive board or its delegate decides that a conflict of interest exists.

3. Procedure

- a. Delegated Power
 - i. MEAHA shall empower the Executive Board to oversee and administer this policy. If a member of this Board is the subject of a potential conflict of interest, that member shall not participate in any decision of the Board to determine if a conflict of interest exists. Upon written notice that a potential conflict of interest exists, the Board shall convene within seven (7) days from receipt of such notice to hear the facts in the case and to render a decision in accordance with this policy. The decision of the Board in conflict of interest matters is final and not subject to further appeal.

- b. Duty to Disclose
 - i. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board.
- c. Procedures for Addressing the Conflict of Interest
 - i. An Interested Person may make a presentation at the Executive Board meeting designated for this purpose, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The MEAHA President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Executive Board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a majority vote of the disinterested Executive Board members whether the transaction or arrangements is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. The Executive Board shall make its findings and decision known to the MEAHA board.
- d. Violations of the Conflict of Interest Policy
 - i. If any member of the Organization has reasonable cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, he/she shall inform the Executive Board who, after investigation, shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to remedy the alleged failure to disclose.
 - ii. If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the Executive Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action as provided for in the MEAHA Bylaws.

4. Records of Proceedings

- a. The minutes of the Executive Board wherein conflict of interest matters have been discussed shall contain:
 - i. The names of the Interested Persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's decision as to whether a conflict of interest, in fact, existed.

- ii. The names of all persons who were present for discussions relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. Compensation

- a. A voting member of the MEAHA board who receives compensation, directly or indirectly, from MEAHA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from MEAHA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the MEAHA board, or a committee whose jurisdiction includes compensation matters, who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6. Annual Statements

- a. Each director, officer and member of a committee with MEAHA-delegated powers shall annually sign a statement which affirms such person:
 - i. Has received a copy of the conflict of interest policy,
 - ii. Has read and understands the policy,
 - iii. Has agreed to comply with the policy, and
 - iv. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. Periodic Reviews

- a. To ensure MEAHA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Executive Board shall cause periodic reviews to be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - i. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
 - ii. Whether partnerships, joint ventures, and arrangements with management organizations conform to MEAHA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction to any Interested Party.
- b. Periodic Reviews
 - i. When conducting the periodic reviews as provided for in Part 7 Section a, MEAHA may, but need not, use outside advisors. If outside experts

are used, their use shall not relieve MEAHA's board of its responsibility for ensuring periodic reviews are conducted.

8. Activation

- a. By affixing my signature hereto, I certify that:
 - i. I am an Interested Person as defined in Part 2, Section a, herein.
 - ii. I have received a copy of the MEAHA Conflict of Interest Policy.
 - iii. I have read this policy and understand it.
 - iv. I agree to comply with this policy. If I feel that I may have a conflict of interest, I agree to declare this to the MEAHA Executive Board and abide by its decision.
 - v. When requested to do so, I will provide any and all information required to permit the Executive Board to make a proper decision relative to any conflict of interest that I may have.
 - vi. I understand that MEAHA is charitable and does not exist to provide financial benefit to its officers, directors and members. I further understand that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signed this _____ day of _____, 20____

Print Name Witness

Signature

Issued: July 2012

Updated:

Whistleblower Policy

1. Policy:

- a. MEAHA has a Whistleblower Policy in compliance with the Sarbanes-Oxley Act of 2002

2. Protocol:

- a. If any officer, director or member of MEAHA reasonably believes that some policy, practice, or activity of MEAHA is in violation of law, a written complaint may be filed by that officer, director or member with the President of Maine Amateur Hockey Association.
- b. It is the intent of MEAHA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all officers, directors and members is necessary to achieving compliance with various laws and regulations. An officer, director or member is protected from retaliation only if the officer, director or member brings the alleged unlawful activity, policy, or practice to the attention of MEAHA and provides MEAHA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to officers, directors or members that comply with this requirement.
- c. MEAHA will not retaliate against officer, director or member who, in good faith, has made a protest or raised a complaint against some practice of MEAHA, or of another individual or entity with whom MEAHA had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.
- d. MEAHA will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of MEAHA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Signature

Date

Record Retention Policy

1. General:

- a. MEAHA will retain records following the guidance of USA Hockey and in an orderly fashion for time periods that comply with legal and government requirements.

2. Record Retention Guidelines:

- a. The following holding periods shall be used for the maintenance of the documents listed below:
 - i. Accounting Records
 1. Accounts Payable 7 Years
 2. Accounts Receivable 7 Years
 3. Audit Reports Permanent
 4. Chart of Accounts Permanent
 5. Depreciation Schedules Permanent
 6. Expense Reports 7 Years
 7. Financial Statements (Annual) Permanent
 8. Fixed Asset Purchases Permanent
 9. General Ledger and General Journals Permanent
 10. Loan Payment Schedule 7 Years
 11. Purchase Orders & Correspondence 7 Years
 12. Purchase Requisitions 2 Years
 13. Tax Returns and Working Papers Permanent
 14. Trial Balances (Annual) Permanent
 - ii. Bank Records
 1. Bank Reconciliations 3 Years
 2. Bank Statements 7 Years
 3. Canceled Checks 7 Years
 4. Checks for Capital Purchase Permanent
 5. Checks for Important Contracts Permanent
 6. Electronic Payment Records 7 Years
 7. Petty Cash Vouchers 3 Years
 - iii. Corporate Records
 1. Board Minutes Permanent
 2. Bylaws, Articles of Incorporation Permanent
 3. Business Licenses Permanent
 4. Contracts – Major Permanent
 5. Legal & Tax Correspondence Permanent
 6. Contracts – Minor Life + 4 Years
 7. Insurance Policies, Accident, Claims Life + 4 Years

Issued: May 2013

Updated:

Referee Assignor Policy

1. General:

- a. USA Hockey and MEAHA have identified several concerns in regards to the assignment of referees in recent years: This policy has been established to improve assignments of referees in Maine.

2. Protocol:

- a. There will be 5 Referee Districts for MEAHA and its Members which shall be overseen by the MEAHA Referee in Chief (RIC). There will be one Referee Assignor for each Referee District as appointed by the MEAHA RIC. The Referee Districts shall be broken down as follows:

District #1 - Biddeford / ME Evolution /Maine Hockey Academy
District #2 - Casco Bay
District #3 – Midcoast / Gladiators / Maine Nordiques
District #5 - MC Storm / SAM / ME Moose / Central Maine
District #6 - Jr. Black Bears / Brewer / Houlton / Presque Isle / Penquis Youth
- b. District Referee Assignor's will be selected by the MEAHA RIC with ratification by the Associate Member's of the Referee District. Referee District assignor's may at times request from the MEAHA RIC, permission to utilize an Assistant Assignor and have such Assistant Assignor be granted access to Arbiter for purposes of assigning referees.
- c. District Referee Assignors shall be compensated at a rate of \$10/game assigned.
- d. Arbitersports.com will be used by the Referee Assignors to assign all games. The MEAHA RIC will have access to review all assignments performed in Arbiter. The Arbiter system will be funded through the RIC funds received from USA Hockey.

Issued: November 2014
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