

MINNESOTA

HOCKEY

DISTRICT 15

HANDBOOK

Updated after Fall Meeting 2023



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MINNESOTA DISTRICT 15 HOCKEY HANDBOOK

Revised & Approved after the Fall Meeting- October 2023

- I. **Locker Room Monitoring:** Each association will adhere to the Locker Room Monitoring Policy as stated in the Minnesota Hockey Handbook (page 34, Section XV, Letter I).
- II. **AFFILIATE AGREEMENTS:** Each association must fill out a Minnesota Hockey Affiliate Agreement at the beginning of each season. This form can be found on the MN Hockey website.
- III. **DISTRICT 15 COACHING EDUCATION REQUIREMENTS**
 - a. All coaches must adhere to the requirements listed by the December 31st deadline. Questions should be directed to our Coach in Chief or our District Director.
 - b. All clinics and requirements are listed on the District 15 and USA Hockey websites.
- IV. **OFFICIALS**
 - a. Officials must have the current certification before they can work games. If a game official does not have current registration DO NOT PLAY THE GAME unless agreed upon by both teams to play.
 - b. Please go to the District 15 website for the list of referees' certification classes and dates for our district and statewide.
 - c. It is highly recommended that officials are older than the level of play they are officiating.
 - d. All Bantam AA and A district games are recommended to use the 3-man (1 referee- 2 linesmen) system for officiating.
 - e. OFF ICE officials must be mature competent adults and 18 years old. (See page 43 of USA Hockey rules.
 - f. Game Misconduct or Match Penalties: When a player or team official is assessed a misconduct or match penalty, documentation must be submitted to the District 15 Supervisor of Officials within 24 hours, showing the score sheet and reporting officials account of incident.
 1. A "GAME MISCONDUCT" penalty involves the suspension of a player or Team Official for the balance of the game with immediate substitution taking place on ice.
 1. A player or Team Official incurring a game misconduct penalty shall also be suspended for the team's next game (the game already appearing on the schedule of that team at the time of the infraction), except that when such penalty is imposed under Rule 403(b) (Second Major in Game) there shall be a minimum two-game suspension.
 - a. *NOTE #1: In all cases where a game misconduct penalty is assessed, the incident shall be reported to the proper authorities who shall have full power to impose further suspensions.*
 - b. *NOTE #2: For all game misconduct penalties regardless of when imposed, a total of 10 minutes shall be charged in the records against an offending player.*
 - c. Any Team Official or player who is assessed a game misconduct penalty may not remain near the bench of their team, nor in any way attempt to direct the play of their team, for the balance of the game in which the game misconduct penalty has been issued.

2. A “**MATCH**” penalty involves the immediate removal of a player or Team Official for the balance of the game and a five-minute time penalty, or the designated match penalty time, shall be assessed.
- a. *NOTE: For all “MATCH” penalties, regardless of when imposed, or prescribed additional penalties, a total of 10 minutes shall be charged in the records against the offending player or Team Official.*
 - b. **(For all Youth, High School and Girls’ Age Classifications):** Unless immediate substitution is permitted under the coincidental major penalty Rule 403(c), the penalized team shall immediately place a substitute player on the penalty bench and such player shall not be changed.
 - c. **(For Adult Classifications):** Unless immediate substitution is permitted under the coincidental major penalty Rule 403(c), the penalized team shall not be required to place an additional or substitute player on the penalty bench for the purposes of serving short-handed penalty time. When the match penalty expires, the penalized team may regain even strength by adding a player from the team bench.
 - d. When coincidental match penalties have been imposed or when any combination of coincidental major and match penalties have been assessed to a player or players of both teams, Rule 403(c) covering coincidental major penalties will be applicable with respect to player substitutions.
 - e. A player or Team Official incurring a match penalty shall be suspended from participating in all USA Hockey games and practices until their case has been dealt with by the proper authorities. Appropriate discipline will be determined using the USA Hockey Standardized Discipline Policy (see Preface)
 - f. If a hearing is requested by either party (the offending player/team official or the proper authorities), it shall be offered to be held within 30 days of the incident (“30-day period”) together with a decision in accordance with Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules). If extenuating circumstances prevent the proper authorities from conducting the hearing within the 30-day period, the player or Team Official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the hearing body from conducting the hearing after the 30-day period and imposing further disciplinary action.

If the proper authorities decide to suspend the offending player or coach as a result of a match penalty, the minimum suspension must be one complete game. All additional suspensions, after a hearing, must include the next game appearing on the offending team’s game schedule.
 - g. *NOTE: The Referee is required to file an incident report for all match penalties and the surrounding circumstances no later than 24 hours following the game in which they occur.*
 - h. Any Team Official or player who is assessed a match penalty may not remain near the bench of their team, nor in any way attempt to direct the play of their team for the balance of the game in which the match penalty has been issued.
 - i. Original jurisdiction in any hearing resulting from a match penalty assessed under Rule 601(e.1) (Physical Assault of Officials) shall reside with the Affiliate.
3. Please refer to the USA Hockey 2021-2025 Rule Book for all the rules in detail.

V. MINNESOTA HOCKEY WAIVER POLICY

- a. Please go to www.minnesotahockey.org for information on waiver policy and procedures.
- b. All requests for waivers must be first submitted to the Association Presidents of outgoing and incoming associations before District Director can approve it.
- c. Decision by District Director is final.

VI. CO-OP ASSOCIATIONS

- a. When two neighboring associations decide to co-op associations due to lack of numbers, the request must be brought forward during the fall meeting and approved by the membership.
- b. If a tie results after voting, the District Director will make the final decision.
- c. Each request is good for the upcoming year only.
- d. Depending on the situation waivers may be required to be filled out.

VII. RESCHEDULING

- a. District 15 requires the home team to reschedule missed or cancelled games. Schedulers are responsible for cancelling games, not coaches, parents, or fans.
- b. Makeup games are very hard to reschedule, and schedulers should NOT wait until the day of to cancel any games.
- c. Teams should not cancel district games, so they can play in a tournament. If a team is approached by another association to play in a tournament, contact should be made with the team they were to play to get released from the game and the possibility of rescheduling it.
- d. Refer to Game Sheets, Pages 12-13, regarding game changes.

VIII. ROSTERING TEAMS

- a. All teams must be rostered in accordance with Minnesota Hockey rules. District 15 Registrar must approve all teams from In-house through travel.
- b. A registering day will be set up before the season so the association registrar can meet with District 15 registrars to go over the roster and have it signed. Teams must have a signed roster before playing any games.
- c. For information on number of players or coaches on team, go to www.minnesotahockey.org or look in Minnesota Hockey handbook.

IX. DECLARATION OF TEAMS

- a. All District 15 associations are required to declare what level of play they will be participating in at the fall meeting (October) before the season starts.
- b. **Associations must also declare at the fall meeting:**
 - 1. if each team will be participating in District play
 - 2. If each team will be participating in the District tournaments at the end of the season.

3. Declarations are noted on the Home Page of the District 15 website at www.d15.pucksystems.com.
- c. **If an association has two teams at same level**, they must report their intentions at the fall meeting with one of the following options:
 1. Play each other by January 1st for fair play and game points.
 2. Split points by giving each team 2 points (no fair play points).
- d. All associations must register all their teams declared on the District 15 website. When registering, the Team fees of \$190.00 per team participating in District play will be paid.
- e. Changes after the fall meeting must go through the District Director for his final decision.
- f. ***Team fees of \$190.00 per team must be paid to District 15 by Dec. 31st.***
- g. If teams back out of the District 15 Tournament after Dec. 31st, the association will NOT be refunded their team fees.

X. DISTRICT 15 REGULAR SEASON LEAGUE PLAY AND GAMES

- a. **OVERTIME:**
 1. 12U, PeeWee, Bantam, and 15U Levels MUST play a 5 (five) minute over time when playing District games during the season.
 2. Game is recorded as a tie, if game is still tied at the end of overtime.
- b. **Teams should schedule a home and away game with each team at their level.**
 1. Exceptions would be:
 1. teams many miles apart
 2. new teams starting up
 3. restrictions on number of games.
- c. **Teams that play each other once and decide not to play again**
 1. coaches for both teams MUST agree to this decision
 2. MUST make the decision 48 hours after the first game and report it.
 3. The first game will count as a 4-point game along with 2 points for fair play point earned.
 4. Loser would receive 2 points if fair play point is earned.
- d. **If a team forfeits a game**
 1. the team that forfeits receives no points
 2. other team receives 3 points (2 points for win, 1 fair play point)
- e. **Length of games** Note: actual game start time could differ from scheduled game time due to backups at arena.
 1. 1 (one)- hour in duration because of ice time constraints for Squirt/ 10 U and below:
 1. The length of time for the first two periods will be (12) minute stop time.
 2. The length of the third period will be determined by the time remaining in the ice hour on the arena clock, minus 3 (three) minutes.

3. The third period will be running time until the 3 (three) minutes remain on the clock; the last 3 (three) minutes will be stop time.
4. A game is considered complete after two periods if no time remains for the hour game.
5. If time expires before the two periods are played it will not be considered a complete game and be rescheduled as a new game.

2. Over 1 (one) hour in duration games

1. Following are requirements for all other games over (1) hour in duration:
 - a. **ALL Squirt and 10U games are 15- minute periods with 1 min 30 second penalties with 5- minute majors.**
 - b. **12U and PeeWee games are 15- minute periods with 1 minute 30 second penalties with 5- minute majors.**
 - c. **All Bantam and 15U games are 17-minute periods with 2-minute penalties and 5- minute majors.**
2. A 2 (two) minute period break when no resurface is needed
3. Ice should be resurfaced every 2 (two) periods
4. Running time will be used whenever a 6 (six)-goal differential occurs in the 3rd period.
5. **One (5) minute sudden death overtime (5 on 5) for all squirt and above games.**
6. One (30 second) timeout allowed per team

f. The home team is responsible for furnishing:

1. a timekeeper
2. officials for the penalty boxes
3. a person to record the score sheet.

g. GAME RESULTS REPORTING: 2023-2024 Season ALL GAMES WILL BE SCORED THROUGH GAME SHEETS APP

1. All associations must pay \$85.00 per team for the cost of using Game Sheets. MN Hockey will pay ½ the Game Sheets fees for the 23-24 season and the rest is up to the Districts. 24-25 season, cost will be increased.
2. All game results **MUST** be uploaded by the Home team through Game Sheets App by the end of the day.
 1. If there is a 5-minute major penalty in a game, then games **MUST** be uploaded within an hour so the officials can also do their reporting.
3. Games must be reported by agreed district procedures.
4. **POINTS:**
 1. Winning team receives 2 points for a win
 2. Both teams receive 1 point for a tie.
 3. Each team starts with 1 (one) Fair Play point per game according to the Minnesota Hockey Handbook.

4. **1.5 minute penalties are calculated as 2 min penalties for Fair Play points.**
Example: 12U is allowed a max of 10 minutes or five 2-minute penalties to earn their fair play point. They can accrue 5 penalties at 1.5 minutes for a total of 7.5 minutes.
5. Fair Play points can be lost if any of the following occurs:
 - a. The game is stopped by the referees to have a spectator removed from the arena for violating the spectator conduct rule.
 - b. Coach is assessed a Game Misconduct or Match Penalty.
 - c. An off-ice official from one of the teams is removed from their position by the referees for their conduct.
 - d. Total Team Penalty Minutes Exceed the following:
 - i. Girls 12U- 10 minute (Game Sheets calculates 7.5 minutes)
 - ii. PeeWee- 12 minutes (Game Sheets calculates 9 minutes)
 - iii. Girls 15U- 12 minutes
 - iv. Bantams- 14 minutes
 - v. Jr. Gold- 16 minutes
 1. **Fair Play penalty minutes equivalencies:**
 - a. Bench Minor- 2 minutes
 - b. Major Penalty- 5 minutes
 - c. Misconduct Penalty- 10 minutes
 - i. Examples:
 - ii. Abusing official
 - iii. Profanity
 - iv. Team gets more than 15 minutes in penalties
 - v. Refusing to start play (A team is assessed a penalty, official asked to get someone in the box and coaches refuses. This will result in a game delay and then a game misconduct.)
 - d. Game Misconduct- 10 minutes
 - e. Match Penalty- 10 minutes
 - i. Examples:
 - ii. Coach threatening official verbal or physical
 - iii. Coach refusing to leave the bench when ejected by an official
 - iv. Coach refusing to leave the arena when ejected by an official.
 - f. Check Behind- 12 minutes
 - h. **Hazardous Weather:** In the event of weather that's hazardous to the health of the participants and dangerous, the game may be officially postponed.
 1. The schedulers of the two communities will make the final decision at least (3) hours before game time.
 2. Any disputes regarding postponement of league games must be discussed with the District Director for his final decision.
 - i. **Tie breaking procedures for final standings** will be the results of the games between the tied teams in the following order:

1. Points acquired in these games
2. subtracting goals scored against from goals scored in these games (the positions being determined in order of the greatest surplus)
3. dividing the goals scored in these games by the goals scored against (the positions being determined in order of the greatest quotient)
4. If after applying the formulas from above and tie still exists, 2. and 3. shall be applied using all the league games played by each team.
5. When tie involves three or more teams, each formula shall be applied in succession until one formula determines the position in the standings for all teams involved.

XI. DISTRICT 15 LEAGUE TOURNAMENT FORMAT

- a. Each association that hosts a portion of the District 15 Tournament is responsible for supplying the workers required at their arena for the Tournament. All workers assigned to these positions should be responsible adults.
 1. Positions needed are:
 1. Tournament Director
 2. Announcers
 3. Timekeepers
 4. Scorekeeper
 5. Penalty box (2)
 6. Referees
 7. Credentials
 8. EMT.
 9. Reminder: OFF ICE officials must be mature competent adults and 18 years old.
 2. District 15 is responsible for supplying the association host with trophies.
 1. Championship
 2. 2nd place
 3. 3rd place
- b. The District does NOT do tournament apparel. This is up to each HOST association if they choose to offer apparel for a fundraiser.

XII. DISTRICT 15 TOURNAMENT RULES:

- a. District association hosts keep all gate fees. 2023-2024 Gate fees are \$250.00 per team and should be paid by each team to the host association before the start of the tournament.
 - Each host association will be refunded \$100.00 per number of games at the end of the season for expenses accrued with hosting the District tournament.
- b. There is no team entry fee for District Tournaments.
 1. District Tournament Hosts are responsible for all tournament expenses including ice time, referees, and EMT's.

- c. District Tournament Brackets are NOT final until after being approved at the winter (February) District 15 meeting. Teams will be seeded into brackets at the February District Meeting or after weekend district games are completed.
- d. **All games for advancing teams at levels Junior Gold, Bantam / 15U, and PeeWee/ 12U the rules as follows:**
 1. Games will be played to a win/lose situation. There will be NO ties.
 2. Period Length:
 1. Jr Gold, Bantam /15U- 3 periods at 15 minutes each
 2. PeeWee/ 12U- 3 Periods at 15 minutes each
 3. Penalty Length:
 1. Jr. Gold, Bantam/ Girls 15U- 2:00 minutes
 2. PeeWee/ Girls 12U- 1:30 (1 minute, 30 seconds)
 4. Breaking of ties: In case of tie at end of regulation the teams will follow the Minnesota Hockey overtime format for regional Tournament:
 1. Two-minute rest
 2. First overtime period—10 minutes (5 on 5)
 3. Resurface ice
 4. Second overtime period—10 minutes (5 on 5)
 5. Two-minute rest
 6. Remaining overtime periods—10 minute 5 on5 followed by two minutes rests.
Resurface every 3 periods of overtime.
- e. **All games for Squirt/ U10, PeeWee B2, Bantam B2 (Non-advancing) Tournaments:**
 1. Games will be played to a win/lose situation. There will be NO ties.
 2. Period Length:
 1. Bantam/ 15U- 3 periods at 15-minute each
 2. PeeWee/ 12U- 3 periods at 15- minutes each
 3. Squirt/ 10U- 3 periods at 15 minutes each
 3. Penalty Length:
 1. Bantam/ 15U- 2-minute penalties
 2. PeeWee/ 12U- 1:30 minutes (1 minute 30 second)
 3. Squirt/ 10U- 1:30 (1 minute 30 seconds)
 4. Breaking of ties: In case of tie at end of regulation the teams will follow the Minnesota Hockey overtime format for regional Tournament:
 1. Two-minute rest
 2. 10 minutes (5 on 5) overtime period
 3. If no winner, a 3 (three) person shootout followed by sudden death shootout if winner is not decided after 3 players.
 - a. Teams cannot repeat shooters until the team with the lowest number of skaters has used all their players.

- f. **Tie Breaking Rules for all non-advancing Pool Play Tournaments:**
 - 1. 3 points win
 - 2. 2 points Overtime or shoot-out win
 - 3. 1 point for overtime loss or shoot-out loss
 - 4. 0 points for loss
- g. **Tie Breaking Rules for all non-advancing tournaments:**
 - 1. Head-to-head
 - 2. Regulation wins
 - 3. Goal differential (6 goal max)
 - 4. Least goals allowed
 - 5. Least Penalty Minutes
 - 6. Coin toss
- h. **Running time:** Running time will be observed in third period when 6 goal or greater score differential occurs.
 - 1. If differential becomes less than 6 goals, stop time will resume.
 - 2. Clock will stop only for timeouts taken, injuries, or at the discretion of the game officials.
 - 3. Penalties shall only be entered if it can be done without stopping the clock.
- i. **Goal Judges:** Goal judges are not required per MN Hockey but recommended if position can be staffed with qualified individuals.
- j. **Medical:** EMT/ Medical personnel required during all ongoing games.
- k. **Credentials:** Checking credentials are NOT necessary as all teams are from our district and rosters/ coaches have been verified at the district level.
- l. **Game Scores:** Game scores should be updated on google doc provided immediately after each game is completed.
 - 1. District Tournament Director will send an editing link to each host or association tournament director to update the doc.

XIII. FORMAT FOR DETERMINING TEAMS IN LEAGUE TOURNAMENT

- a. The weekend before the District Tournament shall be for Make-up games only for PeeWee, 12U, and Bantam/ 15 U levels. DO NOT schedule regular district games for this weekend.
- b. All District games MUST be completed by end of day on the Sunday on this weekend. If games are not completed by Sunday then teams will lose their points.
- c. There are three separate formats for league tournaments for Bantams and PeeWees.
 - 1. Bantam AA and PeeWee AA will be decided at the Fall Meeting.
 - 2. The D15 tournament will be a double elimination for 12U Girls A & B, PeeWee A & B, Bantam, and 15U Girls A & B levels.
 - 3. Bantam B2, PeeWee B2, 10U Girls and Squirt levels will be either double elimination or round robin tournament depending on number of teams. This will be decided by the Tournament Director.

- d. The **Bantam (AA) ,15U A & B, PeeWee (AA), 12U A** tournament structures are determined at the fall meeting and are dependent on the level of play, number of teams at each level participating, and number of teams that advance to the Regional Tournament.
- e. The **Bantam (A & B1) and PeeWee (A & B1)** teams will all play in a double elimination tourney with the top 8 teams playing for advancement to regional play.
- f. The **Bantam (B2) and PeeWee (B2)** teams will play in a 2-game guarantee tourney with no advancement to regional tournament as B2 teams are not recognized by Minnesota Hockey. Any teams from the B1 level who are not in the top 8 are required to participate in the B2 District tournament.
- g. **Squirt (A, B) and U10 Girls (A, B)** teams will play in a 3-game guarantee tourney. Teams will be decided by random draw for the tournaments.
 - 1. There are no regional or state tourneys for Squirts or U10 or below.
 - 2. The district may decide to have an end of the year tourney for the participating teams in the district.
- h. Number of teams advancing to regional play is on a rotational basis, determined by the Minnesota Hockey Board of Directors.
- i. These formats are subject to change when districts are realigned or number of teams advancing to Regionals dictates changes.
- j. Formats for number of teams in D15 tournament and teams advancing to Regionals will be known before fall meeting at which time the membership of D15 will make the final decisions on the format to follow during the fall meeting.
- k. Minnesota Hockey District 15 Tournament Sites to be determined each year at the Spring meeting.

XIV. DISTRICT 15 LEAGUE GAME POSTING AND REPORTING INSTRUCTIONS

- a. **ALL GAMES WILL BE SCORED THROUGH THE GAME SHEETS APP.**
- b. **UPLOADING GAME SCORES IN GAME SHEETS/ FAIR PLAY POINTS**
 - 1. The Home team is responsible for uploading the game from Game Sheets App by the end of the day.
 - 2. If there are any major penalties, games must be uploaded within 1 (one) hour so the game officials can also do their reporting.
- c. The Head coaches are ultimately responsible to ensure all district game reporting is completed and accurate immediately following all league games played.
- d. *Points as follows: Win=2 points, Loss= 0 points, Tie= 1 point for each team. Each team can earn 1 Fair Play Point per game.*
- d. **GAME SHEETS: If there are errors noted from game results or if games are not uploaded from Game Sheets app on the D15 website, please contact Carmen Johnson carmenjohnson19@gmail.com or Cyndi Young district15hockey@gmail.com**
 - 1. ****If you postpone, change, decide a previous game will be a 4-point game or cancel a game you MUST FILL OUT THE GOOGLE FORM to let Carmen Johnson know so she can**

make the changes in Game Sheets. You can find the Google form on the D15 website: Team Managers: Game Sheets page. <https://d15.pucksystems.com/page/show/6827668-game-sheets->

- e. **GAME SHEETS APP INSTRUCTIONS:** Please go to the District 15 website at www.d15.pucksystems.com and then go to the Team Managers Tab and Instructions tab. There are instructional videos with step by step instructions.

XV. DATES TO REMEMBER for 2023-2024 Season

TOURNAMENT	DATES
Squirt District Tournament:	February 2-4, 2024
District 15 Tournament:	February 16-18, 2024
MN Hockey Regional Tournament:	March 1-3, 2024
MN Hockey State Tournament:	March 15-17, 2024

XVI. 2024 REGIONAL TOURNAMENT ADVANCING

Level	# team advance	Region	Regional Host		Level	# team advance	Region	Regional Host
Bantam AA	2	North	Rock Ridge		PeeWee AA	2	North	Bemidji
Bantam A	2	North	Warroad		PeeWee A	2	North	International Falls
Bantam B	2	North	Hibbing-Chisholm		PeeWee B	2	North	Greenway
15UA Girls	2	North	Duluty		12U A Girls	2	North	Roseau
15UB Girls	2	North	Bemidji		12U B Girls	2	North	Thief River Falls

- XVII. **HOW TO HOST A DISTRICT TOURNAMENT:** Refer to their District 15 website “Tournaments Page” often during the season. Information regarding the District Tournaments is updated often throughout the season. If you see incorrect information, kindly email district15hockey@gmail.com and let the website admin know of the error.

a. Choosing a Tournament/ Ice time needed

- Each year associations choose which District tournaments they want to host based on a rotation at the Spring District 15 Meeting in May. Rotation is always on the District 15 website.
 - How does the rotation work? The association at the top of the list will be moved to the bottom of the list the next season.
 - Any association who hosts a Regional or State Tournament will be moved to the bottom of the list for the next season.
 - All other associations will be moved up on the list each season.
- Things to think about when choosing a tournament
 - Be sure you will have a team at that level in your association. If you do not have a team at that level, you will not have parents to work the game jobs for the

- tournament. Remember: Most of your travel teams will be at their tournaments and traveling.
2. If you choose a B level tournament and there is more than 1 division or bracket, your team may not be at home depending on where they land in the standings.
 3. Be sure to keep ice time open starting Friday until Sunday .
 1. The ice time needed varies based on the number of teams for each bracket.
 2. Tell your scheduler to avoid scheduling games for other levels that weekend so ice is available.
 3. Game times may need to be scheduled around High School Play-Off games. Hosts for High School are not determined until February each season.

b. Planning for Hosting a District Tournament

1. Approx. 2 months prior to tournament

1. Start creating programs- what to include in the programs
 - a. Team Rosters including coaches & team managers
 - i. Rosters can be found on the Game Sheets for all levels.
2. **Tournament Brackets**
 - a. Created by the District Tournament Director and posted on the District 15 website "Tournaments: Brackets" page.
 - b. Preliminary Brackets are posted after Jan. 15th (date is approximate).
BRACKETS ARE NOT FINAL UNTIL AFTER THE FEBRUARY DISTRICT MEETING.
 - c. Tournaments Rules
 - i. The rules can be found in the District 15 Handbook or on the D15 "Tournaments" page. The handbook can be downloaded of the Home Page of the website.
 - d. District 15 does NOT create or pay for programs for each host site, this is up to the host association.
3. **Fundraiser (if wanted)**- Start planning a T-shirt/ Sweatshirt Fundraiser for the tournament. Each host site can decide if they will be doing a fundraiser. The District does not do that so each association/ team can keep the funds raised to help pay for expenses of the tournament.
4. **Trophies:** The District PROVIDES the trophies for all the District 15 Tournaments. There is a Championship, 2nd, and 3rd place trophies for each tournament. These are brought to the Feb. District meeting and sent back to each association with the president or representative that attended the meeting.

2. Approx. 1 month prior to tournament- finalize plans

1. Each association has their own system for planning parent workers for game jobs. Start getting jobs filled.
2. OFF ICE OFFICIALS MUST be 18 years old

3. Get Refs scheduled for the games

1. If you need help finishing referees, then contact the District Referee. Contact info can be found on the D15 website.
2. Brackets are sent by Tournament Director to each association arena scheduler to get game times set. (Remember nothing is final until after approval at District meeting in Feb.)
3. **IMPORTANT:** Your association is the HOST SITE; your association is NOT the HOME TEAM for the District Tournaments. All decorations for the tournament at the host site must represent all the teams coming to your arena.

4. Tournament Weekend

1. **COLLECT GATE FEES-** All HOST sites collect \$250 of gate fees from each team participating. Each team manager should know if their association pays these fees or if it is up to the team to pay.
 - a. Gate Fees collected can be used to help with expenses for the Tournament such as printing programs, making or purchasing decorations, etc.
 - b. District 15 Reimburses each association for referees and ice time based on the number of teams participating at each host site.

The District Tournament Director is responsible for updating games in Game Sheets app during the District tournaments.

Each host site is responsible for Game Sheets app and making sure all games are downloaded after each game is completed. **This is an extremely important step!!** If games are not uploaded immediately after each game is played, then the tournament director cannot update the games for the tournament.

5. At the end of the Tournament, distribute trophies to the teams. Get a team photo with the trophy (if possible) or get photo from a team parent.
 1. Email the photo to district15hockey@gmail.com to put on the D15 website
 - a. Be sure to include the following information in the email:
 - i. Team/ Association Level ex: Fergus Falls PeeWee A or Morris PWB2 "North Division"
 - ii. What place trophy the team won.

c. Questions:

1. BEFORE EMAILING THE DISTRICT TOURNAMENT DIRECTOR:
 1. CHECK THE DISTRICT 15 WEBSITE "TOURNAMENTS PAGE" OR "HOME PAGE"
 2. ASK YOUR ASSOCIATION PRESIDENT OR OTHER ASSOCIATION PARENTS. Association Presidents or Association Representative attend the District 15 meetings and will likely know the answer to your question.
 3. IF YOU STILL CANNOT FIND THE ANSWER TO YOUR QUESTION, PLEASE EMAIL THE TOURNAMENT DIRECTOR. The Tournament Director works with about 90 team managers and coaches during the season. It is difficult to keep track of so many emails so please follow the above procedure BEFORE emailing the Director.

DISTRICT 15 BY-LAWS

ARTICLE 1 OFFICES

Section 1. The principal office shall be at an address designated by the president of district 15.

Section 2. District 15 may also have an office at such other place as the Board of Directors from time to time may appoint, or as district business may require.

ARTICLE 2 MEMBERSHIP MEETINGS

Section 1. All meetings of the membership of the district shall be held within three meetings (fall, winter, and spring) the dates to be determined by the district President and Director.

Section 2. An annual meeting of the membership of this district for the election of officers to succeed those whose 2-year term expires, and for the transaction of other business as may properly come before the meeting, shall be held during the spring meeting with written notice to each association.

Section 3. The order of business at the annual meeting of the district shall be as follows:

- a. Call the meeting to order
 - b. Reading of the minutes of last previous annual meeting
 - c. Report of the officers
 - d. Report of the committees
 - e. Election of new officers
 - f. Miscellaneous business.
- Section 4. Special meetings of the membership to conduct the normal business of the district may be called by the President or by a majority of the Board of Directors, and may be called at any time the President, Vice President, Secretary, or the Treasurer upon the request of 25% of the outstanding membership.

Section 5. A quorum at any annual or special meetings of the District shall consist of a majority of those associations.

ARTICLE 3 MEMBERSHIP

Section 1. The membership of Mn Hockey District 15 shall be comprised of all participating associations within District 15, providing they pay the annual dues as assessed by district, state, and national organizations.

Section 2. Voting on matters that pertain to the administration of Mn Hockey District 15 (i.e., Election of officers, tournaments, bids, changes to by-laws, acceptance of new members associations) requires that each association be allowed one (1) vote per association. Each officer and director of the Mn Hockey District 15 Board excluding the District Director shall have one (1) vote.

Section 3. Voting on matters that pertain to the operations of the Mn Hockey District 15 hockey league (i.e., modifications of playing rules, length of games, playoffs, numbers of games, etc.) shall be done by the majority vote of the associations.

Section 4. Each member association shall appoint a delegate to act as their representative at the meeting of the District Board of Directors. Their delegate has the power to cast their association's allowed vote. The delegate will attend all meetings and will receive minutes and all correspondence for their respective organization, and it will be their responsibility to disseminate this information to the teams in their organizations. This delegate will not have a vote on the District 15 Board of Directors.

Section 5. Each elected officer of the District 15 Board of Directors shall be elected for two years and entitled to one (1) vote.

ARTICLE 4 MANAGEMENT

Section 1. The management of all affairs, property and business of this District shall be vested in the Board of Directors consisting of no less than eight (8) persons.

Section 2. Special meetings of the Board of Directors may be called at any time by the President, or any officer to be held at any location within the confines of District 15.

Section 3. Three (3) days' notice of all special meetings of the Board of Directors shall be given each director by three (3) days service of notice, by letter, telegram telephone, Email, or personally with the purpose of said meeting stated on each notice.

Section 4. No stated salary shall be paid to any Director of Mn Hockey District 15. However, any voucher expenses incurred by any officer or director may be reimbursed by the approval of the Board. Vouchers must be accompanied by receipts.

Section 5. The tournament director/ website webmaster shall receive \$1000.00 stipend per year.

ARTICLE 5 OFFICERS

Section 1. **President:** The President shall run the affairs of the District, be the chairperson at the Annual Meeting of the membership and be chairperson of any meeting of the Board of Directors. The President shall be ex-officio member of any committee established by the Board. The President of the District shall be encouraged to serve one (1) year on the board, prior to being elected President.

Section 2. **Secretary:** The Secretary of the District shall issue notice for all meetings and record the minutes of each directors meeting, the annual meeting, and compile same in a corporate record book-on the District 15 website: Meeting/ Minutes Page. This book shall be available to the membership at any time. The Secretary shall make available the minutes of general and annual meetings of the board, within an appropriate amount of time to be set by the board. This person shall perform such other duties as are requested of the office, or as are properly required by the Board of Directors.

Section 3. **Treasurer:** The Treasurer of the District shall have the custody of all the monies and securities of the District and shall keep a record book of accounts. He/she shall disburse the funds of the District in payment of the just demands against the District. He/she shall render to the Board of Directors, from time to time as may be required of him/her, an account of all District transactions as of the financial condition of the District. The Treasurer shall submit an annual financial statement to be presented at the Annual Meeting.

Section 4. **District Director:** The District Director duties and responsibilities shall be as prescribed in the Minnesota Hockey By-Laws as amended as of June 2021.

Section 5. In case of absence or inability to act on the part of any officer of the District, or of any person herein authorized to act in his place, The Board of Directors may from time-to-time delegate the power of duties of such officer, or any director of any person it may select until such time as his/her successor may be elected and qualify at the next Annual Meeting.

ARTICLE 6 BOOKS AND RECORDS

Section 1. The books, accounts, and records of the District, except as may be otherwise required by laws of the State of Minnesota, may be kept as such places as the Board of Directors may from time to time appoint. These books and records shall be open for inspection by any of the membership of this District.

ARTICLE 7 REMOVAL OF A MEMBER ASSOCIATION

Section 1. District 15, at any regular or special meeting of the membership, may expel (from league play) on ten (10) days written notice, any member association by two-thirds (2/3) vote of the membership.

ARTICLE 8 DIVISIONS AND COMMITTEES

Section 1. The President of the District shall supervise the elected Directors in the following assignments within the District.

Treasurer-Secretary-Coaching Coordinator-Supervisor of Officials-Tournament Director-Girls Coordinator.

ARTICLE 9 PLAYING RULES

Section 1. The playing rules will be those of the USA Hockey amended by Minnesota Hockey and District 15

ARTICLE 10 FINANCE COMMITTEE-

Section 1. The President shall appoint an audit committee, which will be chaired by the President, and made up of up to three (3) additional members of the District 15 Board whose purpose shall be:

- a. Prepare annual budget and function as a continuous audit committee.
- b. The proposed budget and methods to meet the proposed budget will be presented for approval in concept at the fall meeting.

ARTICLE 11 POLICY AND PROCEDURES

Section 1. Policies and procedures that will serve to foster the purposes and conduct of league play shall be established by District 15 Board.

ARTICLE 12 INUREMENT OF INCOME

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE 13 ELECTIONS

Section 1. The Board of Directors election shall be staggered in the following manner:

2022 Year: Vice President (2 years), Secretary (2 year), Treasurer (2 year), Coach Coordinator (2 years)

2023 Year: District Director (3 years), President, (2 Year), Tournament Director (2 Year), Girls Coordinator, (2 Year), Director of Officials (2 years)

2024 Year: Vice President (2 year), Secretary (2 year), Treasurer (2 year), Coach Coordinator (2 year)

2025 Year: President (2 year), Tournament Director (2 year), Girls Coordinator (2 years), Director of Officials (2 years)

ARTICLE 14 HOCKEY COMMITTEE

Section 1. A hockey committee will be formed with the intention of forming hockey decisions pertaining to the district for the development of our hockey players. They will make recommendations and changes for league play, district tournaments, and formats for district end of year tourneys. Final decisions and recommendations by the Hockey Committee will be brought before the District 15 Board Of Directors for final approval.

Section 2. The Hockey Committee will be made up of one member per association. The member chosen by each community should be knowledgeable with hockey development. The member chosen will be ongoing until the community makes a change,

Section 3. The district director will be chairman of this committee.