



PNAHA ANNUAL FALL/WINTER MEETING
SATURDAY, SEPTEMBER 9, 2023
Meeting Minutes
Snoqualmie Inn by Hotel America, Snoqualmie, WA 98065

1. **CALL TO ORDER:** Jody Carpenter, PNAHA President, called the meeting to order at 9:06 am.

2. **ROLL CALL OF VOTING MEMBERS**

♦ Sign-in sheets for voting delegate are attached to meeting minutes. The following delegates present:

○ **Executive Board:**

PNAHA President, Jody Carpenter
1st PNAHA Vice President, Tom Ogee

2nd PNAHA Vice President, Nicole Adams
Secretary/Treasurer, Debbie Didzerekis

○ **Member Associations:**

Everett (EYH) – Chris Raub
Inland Empire (IEAHA) – Dave Nieuwenhuis
Kent (KVHA) – Harry Smith
~~Moses Lake (MLYHA) – not present~~
Seattle Jr (SJHA) – Marty Rubin
Seattle Kraken (SKYHA) – Martin Hlinka
Sno-King (SKAHA) – Doug Kirton
Spokane (-SAYHA) – Katie Sieck
Puget Sound (PSAHA) – Jesse Gaskell

Tri-Cities (TCAHA) – Jordan Nelson
Vancouver (VYHA) – Bob Knoerl
Wenatchee (WAHA) – Bryon McDougall
West Sound (WSHC) – Penny Delbarto
Western Washington (WWFHA) – Les Hill
~~Whatecom (WCAHA) – not present~~
Yakima (YAHA) – Larry Loose
Winthrop (WYHA) – Andrew Walls

3. **INTRODUCTIONS OF GUESTS/ATTENDEES**

○ **Appointed Directors:**

Safe Sport Nicole Adams (Interim)
Coaching Director Rob Kaufman
RIC Annette Lin
RIC – Disabled Tony Milles
Hockey Jeremy McCann
Registrar

League Commissioner Gord Hancock
Senior Director Andy Cole
Female Representative Katelyn Parker
Tournament Comm. Savannah Pierone
Chair

○ **USA Hockey and Pacific District Director(s):**

USA Hockey Director, Donna Kaufman
Pacific District Registrar, Wendy Goldstein

○ **Others in attendance:**

Matt Thurston, SAYHA
Chase Spinale, WSHC
Aidan Plummer, SKAHA

Normand Walton, WWFHA
Andrew Birnrich, SKYHA

4. **OFFICER REPORTS**

JODY CARPENTER, PRESIDENT

- Come together as a group for the betterment of hockey across Washington State.
- Committees and information will be posted on the website.

DEBBIE DIDZEREKIS, SECRETARY/TREASURER

○ **Minutes Presented**

- September 2022 Minutes (revision-corrections)
- June 17, 2023 Annual Spring/Summer Meeting
- July 9, 2023 Special Meeting
- August 1, 2023 Special Meeting

Motion to approve all minutes made by Bob Knoerl (VYHA) as presented, 2nd by Penny Delbarto (WSHC), **motion approved.**

○ **Treasurer Report**

- June 1, 2023 to August 31, 2023 Treasurer report was presented. Ending balance as of August 31, 2023 is 331,460.96, Motion to approve the treasurer report made by Bob Knoerl (VYHA), 2nd by Penny Delbarto (WSHC), **motion approved.**
- USA Hockey Block Grant report, reviewed the 2023-2024 block grant awarded to PNAHA and the approved programs that can be requested from PNAHA as part of that block grant. Those programs will be sent out to the membership for review.
- 2022/2023 Budget Vs Actual report, presented for review.
- 2023/24 Budget Proposal, Motion to approve Budget made by Bob Knoerl (VYHA), 2nd by Penny Delbarto (WSHC), **motion approved.**
- League Commissioner Stipend, discussed but was approved in Budget so no further discussion needed.

TOM OGEE, 1ST VICE-PRESIDENT

- 1st tournament for the season underway, 9 out of 11 teams were PNAHA teams. Looking forward to a great season.

NICOLE ADAMS, 2ND VICE-PRESIDENT

- Discussed Memo from USAH that was sent out in 2022, everyone should review it again.
- Discussed USA Hockey playing rules vs Canada playing rules and that our coaches playing in Canada need to understand that in Canada it is different but the team needs to know that players need to sit penalties that would be enforced in USAH such as 12 penalties to the team and/or 5 to any one player results in a game misconduct in USA Hockey and those if no served and are discovered when books are reviewed for State Tournaments the coach and/or player will have to sit at the State Tournament.

5. COMMITTEE REPORTS

○ **Competition Committee, Gordon Hancock**

Committee members: Tom Ogee and PNAHA League members

Confirmed team declarations from June meeting. Scheduling is under way. Discussed requirement for number of games ahead of November 15 deadline for Nationally Bound teams. Does it apply to league as a whole? More discussion is needed, and rule change to clarify from a scheduling standpoint.

Motion to suspend PNAHA rules, Gordon Hancock (SKAHA), 2nd by Les Hill (WWFHA), **all in favor**.

Motion by Gordon Hancock (SKAHA), “Change league window for one (1) year only, adjust league schedule September 15 until 14 days prior to that divisions State Tournament or Festival”, 2nd by Marty Rubin (SJHA), **motion passed**.

Discussion: November 15 remains adding 2 weeks before in motion.

Motion to un-suspend PNAHA rules, Debbie Didzerekis (PNAHA Sec/Tres), 2nd by Les Hill (WWFHA), **all in favor**.

○ **Discipline Committee, Nicole Adams**

Committee members: Ryan Kelly, Penny Delbarto, Amanda Lease, Chris Raub, Harry Smith, Tom Ogee

Working to be proactive and less reactive. More to come as the committee meets.

○ **Finance Committee, Debbie Didzerekis**

Committee members: Penny Delbarto, Katrina McAuthor and Terra Kile

We held our first meeting and will begin to work on our purpose and direction. We plan to meet prior to each PNAHA Meeting and potentially at least one meeting in person, and also during USA Hockey Audit of PNAHA.

○ **Girls Hockey Development Committee, Katelyn Parker**

First Steering Committee meeting held 8/22 1pm-2pm with representatives from WWFHA, SJHA, Sno-King, and Kraken

▪ Topic Covered: Girls State Camp

Currently it is January - Move from Wenatchee and change the date, new date: Dec 21,22,23 (done by noon)

Inclusion of the 2011 age group (12U)

New Location: SJHA at OVA

Items needed:

- Jerseys – will need to order
- Volunteers - locker room, check-in
- Evaluators - USA Hockey, etc. – sourcing an outside evaluator to bring in
- Practice for the girls x1 and 3x games (4 total sessions)
- 12U group include again (2 practices and 1 game if enough participants)

Areas to consider:

- Meetings, etc.
- Information and education
- Metrics and education prior to the camp
- Include all associations and distribute the message as soon as possible with registration open – include all so even smaller associations are aware of dates and locations

○ **Governance Committee, Donna Kaufman**

Committee members: Katie Sieck, Chris Raub, Jesse Gaskell, Todd Stoothoff and Bryon McDougall

Discussed changes that would come in one (1) year cycles to rules and guidebook. Committee will review all proposals to be voted on before PNAHA to ensure they are not in conflict with other rules, and suggest possible options if needed, they are not approving just advising.

○ **Membership Committee, Penny Delbarto**

Committee members: Janine Jackson, Lisa Menzel, Dawn Rutherford, Jeremy McCann, Safe Sport review (TBD) Nicole Adams for now. Committee has been working to review Member in Good Standing paperwork and set timelines for next year.

○ **Public Relations Committee, Katie Sieck**

Committee members: Aiden Plummer, Travis Moore, need more members, please reach out to Katie if you are interested or have someone that would be good for this.

○ **Player Development Committee, Rob Kaufman**

Committee members: Rob Kaufman, Doug Kirton, Marty Rubin, Tom Ogee, Matt Thurston, Jordan Nelson, Martin Hlinka, Daniel Sosa, David Min, Chris Clark

Committee Meeting:

Discussion items: Plan and implement a 10U – 12U Development weekend for players, coaches, and parents. Potential for a camp on the East side and on the West side. Target date: August, 2024, locations and date to be confirmed at a later date.

Mission Statement: To assist associations with Player Development by following the Guiding Principles of the USA Hockey American Development Model from 8U to 18U.

To organize and run the PNAHA Development camps at all appropriate ages.

To assist associations to train, educate and motivate players, coaches, and parents.

To assist coaches with further development beyond coaching clinics.

- **CEP Clinics**: Available on Line now with a variety of dates and times. Coaches can choose one day, two day or three-day clinics starting in the AM or PM. Coaches need to be aware of the time zone of when the clinics start. Coaches need to attend the entirety of the clinics; attendance is noted throughout the clinic. Level 4 coaches who are coaching Tier I or Tier II must start “Continuing Education” credits and complete them in the allotted time frame.

- **Development Camp** (January 19-21, 2023, Tacoma)
Planning Dates for 15 (2009), 16 (2008), 17 (2007) Development Camp January 19 – 21, 2024 in Tacoma, WA.
Requests for player nominees sent to Association’s Player Development contact by October 15, 2023
Association’s deadline for player nominees sent to Player Development Co. by November 15, 2023
Invitations sent to players from Player Development Committee, by December 15, 2023
Deadline for players to register for Development Camp by January 10, 2024
Alternates to be invited as needed to fill openings due to illness or injuries.
Committee planning on inviting USA Hockey National and Regional personnel for seminars and evaluations.
Planning on adding off ice / Nutrition components during the camp. Looking for candidates.
Associations will need to assist with locating current, certified coaches or managers for Team Leaders.
Planning on organizing a training weekend for our players moving on to the Pacific District Camp.

Planning Dates for 13 (2011) / 14 (2010) Development Camp Late March, 2024 in Tacoma, WA.

Last year’s camp was very successful. The one-on-one interviews were very well appreciated by the players and evaluators. We are planning to add more experiences for players and coaches this year.

Associations will send in nominees to the Player Development Co. by January 15, 2024.

Invitations will be sent to the nominees by February 15, 2024.

Deadline for players to register for Development Camp by March 15, 2024.

Alternates will be invited as needed to fill openings due to illness or injuries.

- **ADM Report**, Doug Kirton, ADM Report attached at the end of the minutes.

○ **Tournament Committee, Savannah Pierone**

Committee members: Donna Kaufman, Andrew Birnrich, Jeremy McCann and Alisha Toombs

- **Tournament Hosts for 2023-2024**
Tier II – Host submissions from SJHA and TCAHA
B – Host submissions from SKYHA and SAYHA
10U – Host submissions from SJHA, SKAHA and TCAHA
12U – Host submissions from SJHA, SkAHA and TCAHA

Discussions by each host on why they should be awarded the tournament.

- **Tier II:**

Motion by Chris Raub (EYH) for “Tier II State Tournament to be hosted by SJHA on February 29-March 3, 2024” 2nd by Penny Delbarto (WSHC), *motion passed*.

Motion by Katie Sieck (SAYHA) for “Tier II State Tournament to be hosted by TCAHA”, 2nd by Larry Loose (YAHA), *motion failed*.

- **State B:**

Motion by Mary Rubin (SJHA) for “State B 14U/18B stay together, not be broken into 2 tournaments”, 2nd by Penny Delbarto (WSHC), *motion passed*.

Motion by Penny Delbarto (WSHC) for “State B Tournament to be hosted by SKYHA on March 15-17, 2024” 2nd by Chris Raub (EYH), *motion passed*.

Motion by Les Hill (WWFHA) for “State B Tournament to be hosted by SAYHA on March 15-17, 2024”, 2nd

by Jordan Nelson (TCAHA), *motion failed*.

▪ **Festivals 10U/12U:**

Discussion of who can host which age group and what weekends, round table on pros/cons.

Motion by Jesse Gaskell (PSAHA) for “10U Festival to be hosted by SKAHA”, 2nd by Martin Hlinka (SKYHA), *motion failed*.

Motion by Martin Hlinka (SKYHA) for “12U Festival to be hosted by SJHA” 2nd by Penny Delbarto (WSHC), *motion failed*.

Motion by Debbie Didzerekis (PNAHA Sec/Treas) for “10U/12U Super Festival Weekend be hosted by TCAHA on March 8-10, 2024”, 2nd by Chris Raub (EYH), *motion passed*.

Recap: Tier II State Tournament to be hosted by SJHA on February 29-March 3, 2024

State B Tournament to be hosted by SKYHA on March 15-17, 2024

10U/12U Super Festival Weekend be hosted by TCAHA on March 8-10, 2024

6. DIRECTOR REPORTS

- **Registrar/Risk Management** – Jeremy McCann/Wendy Goldstein

Jeremy went over Rosters and Travel permits, and reviewed those items that we continue to have issues with during the season.

- **Goalie Development Coordinators** – Julia Takatsuka/Travis Moore (Not present)

- **Senior Director/Affiliate Rink Liaison** – Andy Cole

- In the interests of growth and community building we are proposing the development of a new event for August of 2024 that will encompass a few things.
- There will be a mini draft tournament for coaches in the state and it will possibly be done in conjunction with a CEP clinic or clinics. We will also try to promote this through the new PNAHA social media channels both before during and after to raise awareness of this unique event and grow it in the future.

- **Safe Sport Coordinator** – Nicole Adams (Interim)

Discussed Locker room Safe Sport processes. A new PNAHA Safe Sport person is needed to replace Nicole now that she is in the VP role. She is serving as Interim for now.

- **Disabled Hockey** – Tami English (Not present)

(BREAK – 12:14 – 12:44 for Lunch)

- **Referees - Referee in Chief** – Annette Lin and Disable Hockey RIC – Tony Milles

Numbers are down. Changes to how referees register for the coming season. Registration 23-24 season, levels 2,3 and 4 can be virtual sessions, Level 1 is online and in person. Currently 103 completed for the coming season with 400 registered but not compete.

- **League Commissioner** – Gord Hancock

In confirming teams Vancouver’s 2nd 10U for this weekend in Tri-Cities isn’t confirmed, Spokane has a 10U Select team that can fill in so the schedule doesn’t need to be changed. Teams effected KVHA, PSAHA and TCAHA if they are all ok, we will sub in the Spokane 10U Select team so the schedule doesn’t have to be changed.

Electronic scorekeeping no platform in place, we will revert to paper scoresheets. Contract flat rate was \$5300.00 unlimited last season which averaged out to about 6.30 per game. Upcoming season will be \$7400.00 which will range from \$5.00 to \$7.00 per game.

Motion by Gordon Hancock (SKAHA) to “Approve contract and sign agreement to pay \$7400.00 for the season”, 2nd by Tom Ogee (PNAHA 1st VP), *motion passed*.

7. OLD BUSINESS

- Confirmation of Members for 2023-2024 Season, Penny Delbarto reported that the committee reviewed all associations documents and worked with them to ensure everything was accurate and in place. Currently Moses Lake, does not have a beginner program in place, the committee with work with them to try and find options.

Motion by Penny Delbarto (WSHC) to “Approve to Confirmation of Members for 2023-2024 Season” 2nd by Debbie Didzerekis (PNAHA Sec/Treas), *motion passed*.

8. NEW BUSINESS

Motion by Donna Kaufman (USA Hockey Director) “Approve all proposals below as presented” 2nd by Chris Raub (EYH), *motion passed*.

- Electronic Communications Policy
- Email Retention Policy
- Records Retention Policy
- League Scorekeeping
- Maximum Game Count

- Article V Tournaments # 2 – National Bound Requirements (Tier II Designation Worksheet)
- Article V Tournaments # 4 - Applying to Host PNAHA State Tournament's/Festivals (Facility Requirements (B))
- Article V Tournaments # 5 – Applying to Host PNAHA State Tournament's/Festivals (Game Formats (b))
- Article V Tournaments # 6 – Tournament Operations (Scoresheets)
- Article V Tournaments # 7 – Tournament Operations (On Ice Tournament Officials Fees)
- Article V Tournaments # 9 – PNAHA State Tournament/Festival Rules (Opening Coaches/Managers Meeting)
- Article V Tournaments #10 – PNAHA State Tournament/Festival Rules (Tournament Drawing)
- Article V Tournaments #11 - PNAHA State Tournament/Festival Rules (Credential Packets)
- Article V Tournaments #13 - PNAHA State Tournament/Festival Rules (Time of Periods and Penalties)

The following proposals were pulled out and addressed individually. See each one for approval and changes.

- Approved Electronic Scorekeeping Policy
Donna Kaufman (USA Hockey Director) to accept “Approved Electronic Scorekeeping Policy” 2nd by Katie Sieck (SAYHA) Friendly Amendment Harry Smith (KVHA) to change in the last paragraph “summer to winter” 2nd by Penny Delbarto (WSHC),
Friendly Amendment Gordon Hancock (SKAHA) to change in the 3rd paragraph “shall to maybe required to” 2nd by Byron McDougall (WAHA), amendments accepted by Donna and Katie. **Motion passed** as amended.
- Article V Tournaments # 1 – Tournaments (Updates Dates)
Gordon Hancock (SKAHA) motion to “strike all dates but the November 15 deadline” 2nd by Tom Ogee (PNAHA 1st VP), **motion passed**.
- Article V Tournaments # 3 - Applying to Host PNAHA State Tournament's/Festivals (Disciplinary Board)
Donna Kaufman (USA Hockey Director) to accept “removal of Disciplinary board from Applying to host PNAHA State Tournaments/Festivals” 2nd by Katie Sieck (SAYHA), Discussion this is defined already in the USA Hockey tournament Guidebook on page 34 for reference. **Motion passed**.
- Article V Tournaments # 8 – Tournament Operations (Festival Operations)
- TABLED to January Meeting
- Article V Tournaments #12 - PNAHA State Tournament/Festival Rules (Goal Keepers)
Chris Raub (EYH) motion to amend to proposal at the beginning “For non-national” 2nd by Penny Delbarto (WSHC), **Motion passed** as amended.
- Article V Tournaments #14 - PNAHA State Tournament/Festival Rules (Game Formats (b))
Donna Kaufman (USA Hockey Director) motion to approve “18UB will have an additional ice cut between the 2nd and 3rd period”, 2nd by Debbie Didzerekis (PNAHA Sec/Treas), **motion passed**.

9. ASSOCIATION ROUNDTABLE

- Roundtable discussion of what is happening at each association. Sharing of ideas and thoughts on growing hockey. Discussion of NHL Learn to play gear, reach out to Martin Hlinka if your interested in more information.

10. WINTER MEETING

- PNAHA Winter Meeting will be held on **Saturday, January 6, 2024**. To be held at the Townplace Suites, 1709 S Opportunity St., Ellensburg, WA (509-933-5000). All association members are reminded to make their room reservations by calling the hotel.

11. ADJOURNMENT Motion to adjourn at 2:30 p.m. by Jesse Gaskell (PSAHA), 2nd by Doug Kirton (SKAHA), motion passed.



PNAHA Treasurer Report
September 9, 2023

Beginning Balance as of May 31, 2023

\$ 303,546.04

Income		
Player Fees	\$ 44,560.00	
Total Income		\$ 44,560.00

\$ 348,106.04

Expenses		
Coaching Director, PNAHA		230.56
Goalie Director, PNAHA		2,014.87
Legal & Professional		20.00
Meetings-Motels	\$ 6,410.62	
Food	\$ 2,064.18	
Meeting Room/Hotel Rooms	\$ 4,346.44	
Misc Expenses	\$ 717.70	
Background Screen	\$ 30.00	
Office/General Administrative Expenses	\$ 687.70	
PNAHA Development Camp	\$ 4,651.16	
Evaluators		
Food	\$ 549.54	
Motel/Hotel	\$ 966.08	
Refunds	\$ 1,155.00	
Transportation	\$ 1,980.54	
PNAHA Travel		1,958.19
Referee Expenses		180.78
Safesport, PNAHA		230.56
Tournament Expenses	\$ (45.00)	
B State Tournament (returned payment)	\$ (45.00)	
Travel-USA-Seminars	\$ 275.68	
Total Expenses		\$ 16,645.12

Ending Balance as of August 31, 2023

\$ 331,460.92

New Business Proposals

SECTION 5 ELECTRONIC COMMUNICATIONS POLICY

This policy is designed to provide guidelines for the appropriate use of electronic communication tools within PNAHA, ensuring security, confidentiality, and effective communication of information. Effective immediately, all employees, contractors, and volunteers of PNAHA will be required to adhere to the following guidelines:

- 1) Acceptable Use:
 - a) All electronic communication tools provided by the organization, including email, instant messaging, and collaboration platforms, are to be used solely for business-related purposes.
 - b) Employees, contractors and/or volunteers are expected to use professional language and maintain a respectful tone in all electronic communications, adhering to our organization's codes of conduct.
- 2) Security:
 - a) Password Protection: Employees, contractors and/or volunteers are responsible for maintaining the security of their login credentials and must not share their passwords with others.
 - b) Phishing Awareness: All employees, contractors and/or volunteers should be vigilant against phishing attempts and report any suspicious emails or messages to PNAHA's Secretary immediately.
 - c) Virus and Malware Protection: All electronic devices used for communication must have up-to-date antivirus and malware protection.
- 3) Confidentiality:
 - a) Confidential Information: Employees, contractors and/or volunteers must not share any confidential or sensitive information outside the organization without proper authorization.
 - b) Data Encryption: When transmitting sensitive data via electronic communication, encryption must be used to safeguard the information from unauthorized access.
- 4) Personal Use:
 - a) Limited Personal Use: Incidental and occasional personal use of electronic communication tools may be allowed, but it should not interfere with work or volunteer duties or violate other policies.
 - b) Prohibited Content: Employees, contractors and/or volunteers must not access, transmit, or store any illegal, offensive, or inappropriate content through the organization's communication resources.
- 5) Professional Conduct: Employees, contractors and/or volunteers are expected to use professional language and maintain a respectful tone in all email communications. Harassment, discrimination, offensive language, or any form of unethical conduct through email is strictly prohibited.
- 6) Email Signatures: All employees, contractors and/or volunteers must use an appropriate and standardized email signature that includes their name, position, and contact information. Signatures should be professional and consistent with any PNAHA branding guidelines.
- 7) Retention and Disposal:
 - a) Emails and electronic records should be retained according to our organization's Email Retention Policy and Records Management Policy.
 - b) Obsolete electronic communication should be securely deleted to prevent unauthorized access and potential data breaches.
- 8) Account Deactivation: Upon receiving notice of an employee, contractor and/or volunteer's removal from a PNAHA position (either by termination, election, or voluntary separation), the Secretary will promptly deactivate the email account to prevent unauthorized access to sensitive information.
 - a) Email Forwarding: In cases where it is necessary for business continuity or knowledge transfer, the employee, contractor and/or volunteer's email account may be set up to forward incoming emails to the relevant supervisor or team member.
 - b) Email Retention: Emails sent or received by the employee, contractor and/or volunteer during their tenure are subject to the organization's Email Retention Policy. The relevant retention periods will apply to these emails, and the Secretary will ensure compliance with this policy during the account deactivation process.
- 9) Policy Review: This policy will be periodically reviewed and updated as necessary to reflect changes in technology, security threats, or organizational needs.

SECTION 6 EMAIL RETENTION POLICY

To ensure the proper management, security, and compliance of PNAHA's electronic communications, all PNAHA Officers and Directors shall abide by an Email Retention Policy. This policy will outline the guidelines for the retention and disposal of email communications within our organization. It is important for us to have a structured approach to managing emails, both for operational efficiency and legal requirements.

Effective immediately, all employees, contractors, and volunteers of PNAHA will be required to adhere to the following guidelines:

1. Email Classification: All emails sent and received within our organization shall be classified into one of the following categories:
 - a. Transitory: Emails of short-term value, such as notifications, meeting requests, and other temporary communications.
 - b. Reference: Emails that contain important information, decisions, or agreements, which may be useful for future reference.
 - c. Records: Emails that meet the criteria for official records as defined by our organization's Records Retention Policy.
2. Retention Periods:
 - a. Transitory Emails: Transitory emails should be deleted once their immediate purpose is fulfilled or within 10 days of receipt, whichever comes first.
 - b. Reference Emails: Reference emails will be kept for a period of 7 years or as deemed necessary for future reference.
 - c. Records: Emails classified as official records shall be retained in accordance with the requirements outlined in our Records Retention Policy.
3. Archiving: To prevent mailbox clutter and improve system performance, employees, contractors and/or volunteers are encouraged to regularly archive their emails, particularly those falling under the "Reference" category. Archived emails should be stored in an organized and easily accessible manner.
4. Disposal: All emails that have reached the end of their retention period, as specified in this policy, should be securely and permanently deleted from the email system to minimize data security risks, and comply with relevant data protection laws.
5. Exceptions: Exceptions to the standard email retention periods may be granted in cases of ongoing litigation, audits, investigations, or other legal matters. Such exceptions must be approved by the PNAHA President.
6. Compliance: It is the responsibility of all employees, contractors, and volunteers to comply with this Email Retention Policy.
7. Policy Review: This policy will be reviewed and updated, as needed, to reflect changes in legal requirements, organizational needs, or technological advancements. Any revisions to the policy will be communicated to all relevant parties.

SECTION 4 RECORDS RETENTION POLICY (ADOPTED IN 2011, NOW POSTED IN GUIDEBOOK)

The PNAHA ("Pacific Northwest Amateur Hockey Association"), USA Hockey shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention Guidelines. The following holding periods shall be used for the maintenance of the documents listed below:

- **Accounting Records**
 - Accounts Payable 7 Years
 - Accounts Receivable 7 Years
 - Audit Reports Permanent
 - Chart of Accounts Permanent
 - Depreciation Schedules Permanent
 - Expense Reports 7 Years
 - Financial Statements (Annual) Permanent
 - Fixed Asset Purchases Permanent
 - General Ledger and General Journals Permanent
 - Loan Payment Schedule 7 Years
 - Purchase Orders & Correspondence 7 Years
 - Purchase Requisitions 2 Years
 - Tax Returns and Working Papers Permanent
 - Trial Balances (Annual) Permanent
- **Bank Records**
 - Bank Reconciliations 3 Years
 - Bank Statements 7 Years
 - Canceled Checks 7 Years
 - Checks for Capital Purchase & Important Contracts Permanent
 - Electronic Payment Records 7 Years
 - Petty Cash Vouchers 3 Years
- **Corporate Records**
 - Board Minutes Permanent

▪ Bylaws, Articles of Incorporation	Permanent
▪ Business Licenses	Permanent
▪ Contracts – Major	Permanent
▪ Legal & Tax Correspondence	Permanent
▪ Contracts – Minor	Life + 4 Years
▪ Insurance Policies, Accident, Claims	Life + 4 Years

OFFICE PNAHA LEAGUE RULES – VII LEAGUE PLAY ITEM D HOME TEAM RESPONSIBILITY 3’S 3,4 & 8 & E VISITING TEAM RESPONSIBILITIES

D. Home Team Responsibilities *(highlight indicates changes made)*

3. Provide electronic scorekeeping or paper score sheets. Ensure that the ELECTRONIC SYSTEM or paper score sheet indicates that this is a scheduled league game and include the game number. The game number is located on the league schedule provided to each participating association
4. Ensure that each teams player roster is filled out numerically.
8. Complete the score sheet, ensure coach and referees have signed, and electronically transmit the sheets via the electronic scorekeeping system at the conclusion of the game. In the event the game is scored via paper, provide a copy to the League Statistician by the following Tuesday. Failure to provide the score sheet within 30 days will result in a recorded forfeit for the home team.

E. Visiting Team Responsibilities *(highlight indicates changes made)*

1. Verify team roster is accurate.

OFFICE PNAHA LEAGUE RULES – II ASSOCIATION COMMITMENT SECTION F ITEM B

Depending on the number of teams, State Bound Teams will be scheduled at a minimum 2 home and 2 away games with all the other State Bound teams in their USA Hockey age classification and declared level or a maximum of 20 games at the 12U age classification and 28 games at the 14U and older age classifications.

ARTICLE V TOURNAMENTS # 4 - APPLYING TO HOST PNAHA STATE TOURNAMENT’S/FESTIVALS > (FACILITY REQUIREMENTS > (B))

It is strongly recommended; each ice rink must have one locker room that is available and reserved for female players. If sufficient locker rooms do not exist a separate room will be converted to serve as the female locker room for the duration of the event. All Safe Sport and USA Hockey Locker Room Policies will apply.

ARTICLE V TOURNAMENTS # 6 – TOURNAMENT OPERATIONS > (SCORESHEETS)

Score sheets are to be filled out in advance by the Host utilizing PNAHA credentialed certified rosters.

ARTICLE V TOURNAMENTS – TOURNAMENT OPERATIONS (ON ICE TOURNAMENT OFFICIALS FEES)

ARTICLE V TOURNAMENTS # 9 – PNAHA STATE TOURNAMENT/FESTIVAL RULES (OPENING COACHES/MANAGERS MEETING)

ARTICLE V TOURNAMENTS #10 – PNAHA STATE TOURNAMENT/FESTIVAL RULES (TOURNAMENT DRAWING)

ARTICLE V TOURNAMENTS #11 - PNAHA STATE TOURNAMENT/FESTIVAL RULES (CREDENTIAL PACKETS)

ARTICLE V TOURNAMENTS #13 - PNAHA STATE TOURNAMENT/FESTIVAL RULES (TIME OF PERIODS AND PENALTIES)

ARTICLE V TOURNAMENTS # 14 –PNAHA STATE TOURNAMENT’S/FESTIVALS RULES > (GAME FORMATS > (B))

Ice cuts will be made before every game, as a minimum. 18UB will have an additional ice cut between the 2nd and 3rd period.