

IMPORTANT NOTE:

The OSHA Guide Book is currently undergoing review for updating. 9.16.14

OSHA Guide Book

This is the 4th edition of the Oregon State Hockey Associations Handbook, as developed and adopted by the Board of Directors.

The Oregon State Hockey Association is the governing body for Amateur Hockey in the state of Oregon. The Oregon State Hockey Association is sanctioned as an Affiliate of USA Hockey, the national governing body for Amateur Hockey in the United States. This Handbook serves as the tool with which the Oregon State Hockey Associations Board governs hockey in Oregon.

The Handbook has Rules and Regulations, important dates, a listing of the Seated Board of Directors, Officers and Associations. These Rules and Regulations are intended to supplement the USA Hockey Annual Guide, USA Hockey Official Playing Rules, and Pacific District Guidebook.

It is the hope of the board and the officers that this Handbook will serve to guide us through the 2002/2003-hockey season and beyond. Areas may be found that need changes within our guidelines to allow them to be kept current. If there are areas to be considered for change, please bring them to the attention of an officer or board member. Should any individual wish to be heard, board meetings are open, and a listing of meetings is available by calling the OSHA office, contacting a board member, or on the web site.

Thank you,

OSHA President

Complete Guide Book

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OREGON STATE HOCKEY ASSOCIATION

RULES AND GUIDELINES

Adopted

SECTION I ASSOCIATION MEMBERSHIP

A. ASSOCIATION MEMBERSHIP

Association membership in the Oregon State Hockey Association (OSHA) is available to any bona fide active amateur ice hockey association that has one or more teams who actively engage in competitive hockey play in the state of Oregon and who are registered with USA Hockey and OSHA. Application for association membership shall be on an

official association member application form or by letter, and shall include the following information:

- 1) Name of Association
- 2) Location
- 3) Name, address, and phone numbers of principal officers
- 4) Number and level of teams

Also submitted with the application shall be a copy of the applicants Constitution and By-laws, an Association Agreement and a fee established by the Board of Directors. This fee shall be reviewed by the Board on an annual basis, posted on the website and included on the application form. This will be a one time only fee.

All associations of OSHA must obtain Directors and Officers Insurance within 90 days of approval of association status. Any association that does not maintain D&O insurance shall be considered not in good standing. Proof of insurance must be delivered to the Registrar at each renewal period.

Teams, which are not members of a bona fide active amateur ice hockey association, become non-voting members of OSHA by completing both OSHA and USA Hockey registration forms and submitting them with the required fees.

B. MEMBER SUSPENSION AND EXPULSION

Prior to an action to suspend or expel, in accordance with Article VI of the OSHA Constitution, the Board of Directors must notify the affected association of the apparent violation in writing and allow for a written response within 30 days and/or provide the opportunity for a hearing at the next meeting of the Board.

C. USA HOCKEY SUSPENSION

Any player, team, association or individual suspended by USA Hockey shall be automatically suspended by OSHA and shall remain suspended until USA Hockey lifts such suspension.

D. OPEN COMPETITION

No association can prohibit play, without due cause, between their teams and USA Hockey registered teams of equal classification. Such due cause must be made a matter of record and presented to the OSHA Board for decision and action. Any association that feels it has not been allowed open competition may appeal to OSHA in writing.

E. INTRA-STATE COMPETITION

Competition between teams from member associations within Oregon is governed by USA Hockey rules although individual associations may have more stringent rules. Member associations may apply their own additional rules for play in sanctioned invitational tournaments that they sponsor.

SECTION II TEAM MEMBERSHIP AND REGISTRATION

A. TIERED TEAMS

OSHA and USA Hockey require the completion of the USA Hockey Individual Membership Registration form (IMR) for all players and the Team Membership Application form (Form 2-T) for all teams. These forms can be obtained from the OSHA office. The Team Membership Application form **must be completed and received by the OSHA office by September 1 or before the team begins practices or games.** The IMRs, with the accompanying registration fees, must be returned to the OSHA Associate Registrar prior to participation in practice or games. Please note that USA Hockey liability insurance will not be in effect until these forms and registration fees (team registration fees and IMR fees) are received. Liability insurance is included in the USA Hockey team registration fees. Failure to file registrations on time will result in the association being brought before the OSHA board for sanctions.

No associations may register more than one team at each of the Tier I or Tier II levels in the same age division. Newly formed Associations in their first year of competition shall not register Tier I or Tier II teams without special permission of the State Board.

Player roster forms (USA Hockey Form 1-T) must be completed by all teams and received by OSHA no later than December 31st. No changes to rosters are allowed for teams after December 31st. Teams must carry approved copies of the Team Membership Application form (Form 2-T) and the Player Roster form (Form 1-T) to all games and tournaments. A certified copy of each player's birth certificate must be submitted with the roster (Form 1-T). Any team official on the bench must be certified at the current level required by USA Hockey according to the coaching education guidelines. All team officials on the bench must have completed and submitted a current IMR to the credentials book.

B. HOUSE TEAMS

Team Membership Application forms (USA Hockey Form 2-T and IMRs signed) are required to be completed by all House teams and received by the OSHA registrar no later than October 7th or before the teams begin practice and team rosters (Form 1-T) are required by all house teams no later than December 31st. Exceptions requiring emergency changes to house team rosters must be requested of the board through the OSHA registrar and will be decided on a case by case basis. Teams must carry approved copies of the Form 2-T and the Player Roster Form (Form 1-T) to all games and tournaments. House teams must be able to produce a copy of a certified birth certificate to prove the age of any roster member if challenged. All Head Coaches at the House level must be certified at the Associate level or above according to the coaching education recommended guidelines. They must have completed and submitted a current IMR.

Failure to file registrations on time will result in the association being brought before the OSHA board for sanctions.

C. SPRING/SUMMER HOCKEY

The period from May 1 through August 31 of the same calendar year is considered the Spring/Summer hockey season. All applicable OSHA bylaws, rules and regulations remain in effect and all spring/summer league teams and players must be registered with OSHA and USA Hockey. Summer team registrations are due no later than June 1st.

Failure to file registrations on time will result in the association being brought before the OSHA board for sanctions.

SECTION III TEAM ELIGIBILITY

A. GENERAL ELIGIBILITY

The OSHA playing season will be September 1 through April 30 and May 1 through August 31 (the spring/summer hockey season). Teams registering for spring/summer play must submit a new team registration and follow appropriate registration procedures according to USA hockey regulations.

All team officials of teams registered with OSHA must be in good standing with OSHA and USA Hockey.

No OSHA member team shall knowingly permit any player, team or coach suspended by OSHA or USA Hockey to participate in any game or practice or play any team using such a suspended player, team or coach. Any OSHA team in violation shall be subject to immediate suspension, the length of which to be decided by the OSHA Discipline Committee, within the bounds of USA Hockey.

No OSHA member team may knowingly use any ineligible, illegally rostered or non-rostered player or play any team using an ineligible, illegally rostered or non-rostered player. Any OSHA team in violation shall be subject to forfeiture of games played with such player and immediate suspension, the length of which to be decided by the OSHA Discipline Committee, within the bounds of USA Hockey.

No OSHA member team may play any Oregon team that is not also a member of, and in good standing with, OSHA and/or USA Hockey. Any OSHA team in violation shall be subject to immediate suspension, the length of which to be decided by the OSHA Discipline Committee, within the bounds of USA Hockey.

Players in all divisions must conform to the USA Hockey age classification of the division in which they are participating. Players are allowed to "play up" one age division, provided they are approved by the home association to do so. Players and league officials in violation of this will be subject to immediate suspension, the length of which

to be decided by the OSHA Discipline Committee, within the bounds of USA Hockey.

Any association wishing to compete at the Tier II level must field a team at that level for one year prior to being eligible to compete for a state, district/regional or national championship. Any association wishing to play at Tier I level must have competed at the Tier II level or higher in the previous season.

If a state tournament is played to determine a state champion and/or a representative to advance to a District or National tournament, that team must have completed 18 games prior to the State Tournament. All Tier I and Tier II teams shall have played at least 20 games as a team in order to qualify for a District or National tournament.

B. OHL TOURNAMENT ELIGIBILITY

Individual players on any House Travel team must have participated in at least 50% of that teams games to be eligible to play in the OHL Tournament. Tier I and Tier II players are not permitted to participate in the OHL or the OHL Tournament.

All House Travel teams must submit a copy of their team rosters by December 31st to the OSHA Registrar. All rostered players must be properly registered with the State Registrar. All coaches or other bench personnel must be certified at their proper and required levels.

The Credentials Committee, prior to the start of the tournament, must be presented with the following items for all teams and players:

1. Proof of the USA Hockey Team Registration (Form 2-T)
2. Team Roster (Form 1-T)
3. Copy of a certified birth certificate for each player (non U.S. residents or foreign born participants, must submit documents to comply with USA Hockey regulations)
4. U.S.A. Hockey Consent to Treat
5. All official scoresheets for the current hockey season to verify compliance with the 50% rule for House play.
6. Coach and bench personnel certification cards (provided from the USA Hockey Coaching Education Program)
7. Any other required documents identified by written request from the Credentials Committee.

The requirement to participate in District and National competition will be extended to first and second place if the OSHA Board accepts additional invitations in District and/or National competitions.

SECTION IV TEAM GUIDELINES

For purposes of establishing authorities and responsibilities for individual or collective actions of a hockey team, the Oregon State Hockey Association (OSHA) will use the following definitions.

A.

B. **HOCKEY TEAM**

A hockey team is comprised of the coaches, managers and players (team constituents) duly registered and listed with USA Hockey and associations of OSHA.

C. **TEAM DURATION**

A team will come into existence upon being duly registered with USA Hockey. It will go out of existence when formally disbanded at the end of the hockey season, consistent with the closeout requirements of its association, but in no instance later than the last day of the USA Hockey playing year, currently August 31.

D. **RESPONSIBILITIES COACH AND TEAM MANAGER**

All members of the coaching staff of any youth team level must be certified at the current level required by USA Hockey according to the coaching education guidelines, hold a valid card so indicating in order to act in any coaching staff capacity, from any location, by any means of communication, during a game involving that team. For purposes of this rule, a game is defined as the time during which a team is in the rink preparing to go on the ice, physically on the ice, moving between the ice and dressing room, and in the dressing room during game intermissions.

Any action or attempt to circumvent the letter or spirit of this requirement will, upon a finding by the OSHA Board of Directors that there has been an intentional violation or circumvention of the rule, result in disqualification of the team from further participation in State, Regional and National tournament competition for the remainder of that season.

Ultimate responsibility for the team and all its constituents lies with the Head Coach who in his/her absence may delegate any and all team responsibilities to the registered assistant coach (es). Although the registered team manager is normally delegated only administrative responsibilities, he/she may assume any and all team responsibilities if the registered coach(es) are absent from the bench or from the team for cause. If no team coaches are available for the bench, pro tempore coach substitutions may be made with approval of appropriate game or tournament officials, provided the coaching level requirements as set forth above are met. No further or other delegation of team responsibility is allowable consistent with risk management and legal considerations.

Although a team is in existence during the period defined in Paragraph B above, the authorities and responsibilities indicated in Paragraph C accrue only at such times and such places and during such events as would qualify the team or any of its constituents for the USA Hockey required insurance coverage. Should an insurance-eligible injury or mishap occur during such time or activity with the exception that team travel by private conveyance is included here as a team activity element.

At all times and places and during events that would qualify the team or any of its

constituents for USA Hockey-required insurance coverage as defined above, and during team travel by private conveyance, the Head Coach has responsibility for all public actions/behaviors of all team constituents; however, such responsibility may be delegated to assistant coaches in the required, excused or unavoidable absence of the Head Coach.

The Head Coach is answerable for exercise of his/her team authority and responsibility to his/her OSHA association. The review and action of the OSHA association is subject to review and action by the OSHA Board. The review and action by the OSHA Board is subject to review and action by USA Hockey. The decision for review and action is at the discretion of the next higher level reviewing body.

The coach and other team officials of any team registered with OSHA are subject to disciplinary measures for significant willful failure or failure through neglect to control the on and off-ice inappropriate or unseemly behavior of the team, individually or collectively, at all times when the team is the responsibility of the coach and his/her staff. Disciplinary action will be based on a pattern of inappropriate behavior and referred to the local association Disciplinary Committee.

Such decisions by the Board of Directors will be based on a preponderance of evidence that the charges of inappropriate behavior(s), uncontrolled by the coaching staff and the association, are more likely to have occurred than not to have occurred.

E. RESPONSIBILITIES GAME OFFICIALS

Game officials authorities and responsibilities are limited to game related actions of the teams constituents, or approved pro tempore coaching substitutes, while the teams are physically on the ice, moving between a dressing room and the ice at the beginning, during and immediately following a contest, or any action by any team member off the ice but within the facility or on the facility premises that reasonably could be considered related to the scheduled contest. The OSHA Discipline Review Committee shall record all incidents occurring in these circumstances as game or game-related incidents subject to direct consideration.

F. TRAVEL

Notice of travel outside Oregon or Washington shall be made to OSHA prior to beginning travel. A USA Hockey travel permit can be obtained by contacting the OSHA Registrar. A copy of the completed form will then be faxed to OSHA. The team must have the form in its possession prior to beginning travel.

Approval for travel outside North America is a lengthy process and approval should be requested 90 days in advance, following USA Hockey requirements for international travel. Failure to file 90 days in advance will require applicant to pay a \$25 late fee. If filing is less than 30 days a \$75 late fee will be assessed.

G. PLAYER RELEASE POLICY

1. Players in debt arrears to an association are ineligible for rostering on any other OSHA registered team until the indebtedness is satisfied and a player release form is acquired for presentation as proof of payment to the receiving association.
2. If the amount of the debt is not in dispute and the receiving association registers the player, the entire matter shall be referred to the OSHA Discipline Review Committee for review and resolution, which must include payment of all monies owing.
3. However, if the amount due is in dispute, OSHA shall collect a certified check in the full amount claimed by the association/team and hold this check in trust pending resolution by the Discipline Review Committee. The entire matter shall then come before the Discipline Review Committee of the OSHA Board at its next regularly scheduled meeting. Only after the certified check is presented to OSHA will the player be eligible to participate in practices or competition with the receiving team.

G. OFFICIAL(S) SANCTIONING/SUSPENSION

OSHA member associations must use only USA Hockey certified referees. The use of uncertified referees invalidates USA Hockey team and individual insurance. This also invalidates the game as an official game and cannot be used for game requirement credentials to play in the State tournaments.

No OSHA member association shall schedule for games, officials under its jurisdiction who have been suspended or sanctioned by any of the following:

1. USA Hockey
2. The officials governing association
3. The OSHA Discipline Review Committee

Failure to comply with the above will result in the association being brought before the OSHA board for sanctions.

H. SCHEDULING

A Master Schedule will be published in October of each season. All associations will submit to the designated OSHA Scheduler that associations ice times for the coming playing season by August 31. The Scheduler will then create a schedule for all Oregon associations. The schedule will consist of one home and one away series of games for each team at each division in each association. This schedule will be distributed to the individual association schedulers on September 15 for their review. Changes and conflicts will be brought up and addressed in a timely fashion (at the discretion of the OSHA Scheduler) in order for the Final Schedule to be available to all associations on or before October 15.

Once the schedule has been completed and approved, each team listed will be expected to fulfill their obligations to the other member associations involved in the schedule. Any team choosing to disregard any scheduled game without prior knowledge and agreement of both teams coaches **AND** the OSHA Scheduler will be assessed a \$300 fine **PER GAME** to help defer the cost of the ice and referees.

As stated, to change a set game, the team needing to make the change has the responsibility of contacting the OSHA Scheduler and the opposing team coach. Any game being canceled will need to be rescheduled for another time within the current playing season. Game changes will be made only when all three (3) parties are in agreement.

Any team consistently disregarding their set Oregon Schedule will be subject to further sanctions in addition to the \$300 per game. These sanctions could but are not limited to denial of that teams registration for the following season.

SECTION V COMPETITION TEAM

LEAGUE REGULATIONS

The following regulations apply to all associations with Tier I or Tier II teams and/or those referred to as House Teams. The objective of leagues for competition teams is to provide open competition for all the teams at the competition level in which they intend to register in USA Hockey. The league should also provide participating teams with a regulated competitive environment that will encourage them to improve both their team and individual hockey skills.

OSHA registered teams will play home games in rinks within the State of Oregon. Teams not registered with OSHA will not play home games within the State of Oregon. Exceptions to this will be tournaments that are approved by the OHL Tournament Director.

Other exceptions can be presented to the OHL Tournament Director for review and approval or rejection.

SECTION VI - OREGON HOCKEY LEAGUE

The goals for the Oregon Hockey League (OHL) are threefold. First, the league will stimulate growth and enjoyment among youth players in both large and small associations. Next, the league will help smaller associations to increase their total number of players. Finally, the Oregon Hockey League will provide the necessary structure and additional competition to the youth hockey programs of Oregon.

Guidelines:

- The OHL, its teams and players are associated and governed under both OSHA and USA Hockey guidelines and restrictions. Any organization already sanctioned by USA Hockey in Oregon automatically qualifies for registration in the OHL.
- It is mandatory that all associations that participate in the league have a minimum of one team at each available age division. Any failure to comply will result in OSHA sanctions.
- Organizations and teams are required to schedule and compete with all other members of the league. Scheduling takes place at the beginning of the season with representatives from each association.

- Each team would play a home and away series, with every team in the league at their respective age division. The series would be a minimum of two games per weekend.
- Players in the OHL are also eligible to register for House Teams within their own association. However, no Rep players (players rostered on either a Tier I or Tier II team) will be allowed to play.
- Teams who fail to travel and compete with other teams will forfeit their eligibility to compete in the OHL Tournament.
- The Oregon State House Tournament will no longer be held, instead a year-end OSHA sponsored tournament will be held for the OHL the OHL Tournament.

SECTION VII DISCIPLINE REVIEW COMMITTEE

The Board of Directors shall annually create an OSHA Disciplinary Standing Committee. The Committee, through its Chair, is directly responsible to the President, and through the President, to the Board of Directors of OSHA in performing its functions.

Committee actions and decisions are to be based on a simple majority vote. In situations where a tie vote is possible, a vote by the chair will be reserved and occur only as a tiebreaker. The chair may note conflict of interest or appearance of conflict of interest and excuse him/herself or request another member of the committee to excuse him/herself from the proceedings in which the conflict or appearance of conflict is thought to occur.

The Committee shall consist of an appointed member of the Board of Directors and one representative from each association participating in OSHA. The Chair as necessary to compensate for abstaining or absent members and conflict of interest exclusions pro tempore will appoint members. The Vice-Chair will serve as Chair should the appointed chair be absent, or in a conflict situation.

The general business of the Committee is to be conducted in open session; general business conducted by telephone communication is to be available to the public upon request. Any hearing involving a disciplinary or other similar action of a confidential or quasi-confidential or personal nature shall be conducted in closed session with those present being members of the Committee and:

1. the person against whom an action is being considered (including a parent or designated guardian and/or coach for players); and/or
2. designated representative(s) of the team or OSHA association against whom an action is directed; and/or
3. the aggrieved person, including parents or designated guardians and/or coach for players, team or association involved. Individuals providing testimony in such proceeding shall appear in the proceeding singly, and be excused after providing testimony.

The deliberations of the Committee in session will be duly recorded and a written copy will be

provided to the President of OSHA no later than the next regular session of the OSHA Board of Directors. Only the decision of the Committee is to be made public through the President, except that parties to the action may be apprised of committee decisions and recommendations to the OSHA Board of Directors for action.

USA Hockey rules notwithstanding, OSHA has determined that the reckoning of the 30-day time limit for holding a required hearing shall commence upon receipt by the Discipline Committee of the officially transmitted written Incident Report. An official hearing may occur after the expiration of the 30-day time frame by agreement of the Discipline Review Committee and/or the penalized individual so long as the scheduling occurs within the stated 30-day time frame.

Committee actions will be initiated by:

1. Notice to the Chair by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated game score sheet or other appropriate written notice, of an infraction of USA Hockey or OSHA rules that require a match or gross misconduct penalty;
2. A request from the President, OSHA;
3. A Tournament Director;
4. A designated member of Tournament Disciplinary Committee.

The Committee will respond/act on any such notification, as soon as all pertinent materials and persons involved in the issue at hand can be assembled, but no later than 30 days after such notification.

Any person or team who considers themselves aggrieved by sanctions imposed by the Committee may appeal that decision to the OSHA Board of Directors. The President of OSHA must receive written appeals to a decision or action of the Committee within 15 days. Such appeal must be accompanied by all written documentation from the original proceeding. The President of OSHA will present the appeal to the full Board of Directors at the Board's next regularly scheduled meeting for reconsideration, and will be responsible for all appeal proceedings and actions.

Any imposed match or gross misconduct penalty not successfully appealed, that cannot be served in its entirety in the hockey season (September 1 August 31) in which it was assessed, will carry over to the following season for completion or implementation, any change in USA Hockey Association by the player so penalized notwithstanding.

Disciplinary action will be based on a pattern of inappropriate behavior. The first incident of significant failure to control team behavior will result in a written warning to the Head Coach and his/her association. Any subsequent major offense may result in (a) OSHA suspending him/her from any further coaching activity in the State of Oregon, and (b) recommending to USA Hockey that he/she be decertified as a coach. The Disciplinary Committee will base all punitive actions on a hearing before any action is taken.

Committee actions and decisions will be based on USA Hockey published rules and regulations,

Pacific District hockey rules and regulations, OSHA hockey rules and regulations, local association rules and regulations, specific tournament rules and regulations, and generally accepted policies for implementation of all such rules and regulations.

Penalties imposed by the Committee may affirm or overturn the original penalty imposed by a game official, or may be additional to that penalty at the discretion of the Committee.

Associations maintaining a standing Disciplinary Committee may conduct the first level of discipline, with appeals being heard first by the OSHA Discipline Committee. Any actions taken by a Disciplinary Committee of an association will, on appeal, be communicated in writing to the Chair of the OSHA Discipline Committee within 15 days of the action.

SECTION VIII OHL TOURNAMENTS(& OTHER TOURNAMENT GUIDELINES)

A. GENERAL REQUIREMENTS

1. The bid to host the OHL Tournament must be received prior to the November OSHA Board of Directors meeting. All tournaments hosted by member associations are subject to approval (sanctioning) by the OSHA Board of Directors and the Pacific District USA Hockey Associate Registrar (refer to the USA Hockey Annual Guide.) USA Hockey requires that requests for sanctioned tournaments be received 60 days in advance of the scheduled tournament. Associations must be members of OSHA and all teams under their jurisdiction must be properly registered. All OHL Tournament Rules shall be under the supervision of the OSHA Board of Directors.
2. Each association has the option to send one of its house teams that has participated in the OHL League during the season to the OHL Tournament as long as said representative team has conformed to all the Rules and Regulations of the OHL. Any team violating any of the rules and regulations of OSHA during the playing season may be barred from the OHL Tournament. Each team may have a maximum of twenty (20) players on a roster including not more than two (2) goalies. Each team must be fully uniformed with matching, numbered uniforms and equipment meeting USA Hockey requirements. Should two teams have the same color uniforms and not have home and away colors, the OHL Tournament Director will supply jerseys/pullovers to the home team. The home team and visiting teams will be designated in the pairings. Locker room assignments will be made on the final schedule.
3. Any team playing in the OHL Tournament that leaves the ice during the game over a disputed decision shall be deemed to have lost the game 1-0 and subject to further disciplinary measures. If a team fails to appear in time to start the game or does not have sufficient players and does not give notice, the game shall be forfeited providing the other team takes the ice and claims the forfeit. In cases of exceptional circumstances, the forfeit may be appealed to the Tournament Committee and the game replayed if the appeal is upheld.
4. Within 48 hours after the completion of the OHL Tournament, each Tournament Director shall contact the OSHA Registrar with complete results of the tournament games.
5. A copy of each teams playing roster shall be available from the Credentials Committee. Any challenge of a players eligibility shall be made before his team plays its first game.

Otherwise, no protest will be heard. Should the Credentials Committee determine a player to be ineligible before, during, or after the tournament, said player or players shall be ruled out of any remaining games, and the team using the ineligible player(s) shall forfeit any games in which the player(s) participated. Also, if it is proved that the coach and/or manager were aware of the situation, they shall be subject to possible suspension or other disciplinary action.

6. Hosting Associations shall appoint a Host Tournament Chairperson. Hosting associations shall then notify and inform the OSHA Board of Directors of the name and contact number of their hosting tournament chairperson. This shall be done no later than the regularly scheduled November OSHA State Board meeting. The hosting chairperson shall work with and report directly to the OSHA Tournament Director.
7. OHL Tournament Committee and the OSHA Board of Directors will set dates and the budget no later than the November meeting.
8. **Member associations wishing to host the OHL Tournament shall submit their written requests at the November meeting to the Board of Directors. The Board of Directors shall have the option to make any necessary adjustments and approve the schedule. Any request to hold a tournament submitted after the meeting shall be given fair consideration, but will not receive state approval until the initial OHL Tournament Schedule is completed and approved by the Board of Directors.**
9. The Oregon USA Hockey Referee-in-Chief shall be responsible for assigning tournament referees and coordinating operations through the State Tournament Director. All tournament games must be officiated by officials properly registered with USA Hockey. The Referee-in-Chief will determine whether a two-man or three-man system is best for the level of tournaments scheduled.
10. The committee for the OHL Tournament shall appoint a Protest Committee, a Discipline Committee and a Credentials Committee. The members of these committees shall not all come from the same association. The Referee-in-Chief, or his representative, shall not serve on these committees. The OHL Tournament Director shall approve all committees.
 - a. The Discipline Committee shall be responsible for deciding any action, suspensions, or otherwise, to be taken on a player or team official receiving a match, game misconduct or gross misconduct penalty. Players and teams who have been given a match, game misconduct or a gross misconduct penalty must appeal the penalty immediately after the game to the Discipline Committee. The Committee will allow the player/team to relate their version of the incident and make a ruling regarding such incident. All match and gross misconduct penalties and action taken by the Committee shall be reported in accordance with OSHA Rules and directly and promptly to the OSHA Discipline Review Committee. The Discipline Committee is available to address any office issues that may arise during the Tournament.
 - b. The Protest Committee shall act expeditiously on all properly submitted protests. Their recommendation shall be forwarded to the OHL Tournament Director.
 - c. The Credentials Committee shall be appointed by the host Tournament Committee Chairperson to verify each team's eligibility in accordance with the USA Hockey Annual Guide. Each team is required to furnish the Credentials Committee the items required by the Committee for tournament eligibility. The Credentials Committee has the right to refuse any team's credentials that are not presented in a neat and organized fashion.

Teams are not eligible for tournament participation until the Credentials Committee has verified all credentials. In the case of a tournament to determine the State Championship, the Credentials Committee shall also include a member from each participating association and submitted credentials shall be available for examination by each association.

1. Protests: No protests shall be made on the playing rules. Protests regarding credentials must be submitted in writing before the start of the first game, unless the information does not become available until after the start of the game. Protests regarding the game must be written and submitted to the scorekeeper within 15 minutes of completion of the game. A \$25 fee, refundable only if the protest is upheld, must accompany the protest. Otherwise, the fee will be donated to the host association. Copies of all protests must be submitted to the OHL Tournament Director.
2. Intentional Forfeits: Teams who intentionally forfeit a game in a tournament shall be disqualified from the tournament. Unintentional forfeits caused by travel, weather or factors beyond the control of the team shall not result in enforcement of this rule. The State Tournament Director shall make the final decision on this issue.
3. Referees: All tournament games must have two officials present in order to start play unless both teams agree to begin with one referee. No team shall precede referees onto the ice prior to the start of a game or period. Referees are not to leave the ice before the completion of the handshake at the end of a game or following the end of a period.
4. USA Hockey/Pacific District Rules: The official OSHA Guidebook shall be the first reference for rules, with Pacific District, and then USA Hockey being used for those situations not specifically referred to by OSHA.

A.

B. REQUIREMENTS OF HOST ASSOCIATIONS

1. Hosting Associations will be required to schedule ice for OHL Tournament play.
2. Accommodations and travel arrangements are the responsibility of the visiting team, but the host shall make every endeavor to assist the visiting teams in making suitable arrangements.
3. The host shall assist the Tournament Director with the budget for the tournament for which they are responsible. The following information is necessary to determine budgets for each age division:
 - Number of teams expected
 - Tournament format
 - Number of total games
 - Number of games per team
 - Ice requirements for each game
 - Ice cost
 - Total hours of ice required for each division
 - Number of referees per game and cost
 - Referee total non game costs (to include travel cost)
 - Pucks for games

- Tournament programs
 - Hospitality rooms
 - Other administrative costs (phone, mail, printing, etc.)
1. When the State Board approves the tournament fees that shall be the cost of the tournament to the participating members. NO refunds will be granted and no additional costs will be charged to the participating teams. When a team accepts an invitation to play in a tournament, that team incurs a responsibility to the host and the other participating teams. Once the OSHA Board of Directors approves the tournament budget and the host sends the schedules, the invited teams owe the host association the approved amount and no refunds will be due unless approved by the State Board of Directors.
 2. The host association shall be responsible for making arrangements for emergency medical care, ensuring that each team is informed of the arrangements, the cost of which is to be the responsibility of the injured player and/or his team.
 3. All teams should have two (2) goaltenders. Teams without a back-up goaltender for whatever valid reason should request a back-up goaltender from the OHL Tournament Director. If the back-up goaltender is registered on any other team participating in the tournament, it shall be subject to the approval of both teams affected. The properly registered goaltender that has been replaced must return and participate in the tournament as soon as he/she is able. If a substitute goaltender must be used, he/she must play only the goaltender position.
 4. The host association shall appoint a Tournament Committee and Chairperson to coordinate all matters with the OHL Tournament Chairperson and/or Tournament Director. See Section VIII A-7OHL Tournaments & Other Tournament Guidelines.
 5. Host associations tournament committees are responsible for providing all qualified participating teams with a schedule of games no less than 20 days in advance of the first tournament game.

C. TOURNAMENT FORMAT

1. The following format shall be used. If another format is desired, such format shall be submitted to OSHA for approval 60 days in advance of the tournament.

No. of Teams	Format	No. of Games
2	Best of two out of three (no ties)	3
3	Single Round Robin (RR)	3
4	Single RR	7
5	Single RR	11

6	One Division play single RR	15
7	Two Divisions 3 in one division play single RR 4 in other division play single RR; crossover championship.	10
8	Two Divisions 4 in each playing single RR; Crossover championship	13

2. Time of periods and penalties: Games may be run either with a running or a stop clock, depending on how the tournament schedule was determined and approved. Games that are scheduled to play with a running clock will change to a stop clock in the last five (5) minutes if the score is within two (2) goals. Games will run no less than one (1) hour, **but can run longer**. The following time schedule is listed for running clock.

Class	Periods	Overtime	Minor Pen.	Major Pen.	Misconduct Pen.
Squirt	15	10	3	7	12
Pee Wee	15	10	3	7	12
Bantam	15	10	3	7	12
Midget	15	10	3	7	12
Girls	12	6	1 =	3	6
Women	12	6	1 =	3	6

3. If a stop clock is used, all age classifications will have a minimum of 12-minute periods, with 2 minute minor and 5-minute major and 10-minute misconduct penalties.
4. The tournament schedule, complying with the proper format, shall be given by the host association to the OHL Tournament Director showing each game time and place. The teams shall be designated as A, B, C etc. on the schedule unless team names are available. Anyone requesting a change in the schedule must notify the Tournament Director within 48 hours of receipt.
5. Ice shall be resurfaced before each game on all levels.

6. There shall be no overtime in any initial round robin games; the game will end in a tie. In the Championship Game, overtime is allowed. All overtime is sudden death; that is, the first goal scored wins the game.
7. Round-robin standings shall be determined by points; that is 0 points for a loss, 1 point for a tie and 2 points for a win. If two or more teams have an equal number of points, their position in the standings will be determined by:
 - head to head results;
 - least number of goals against;
 - goals for minus goals against;
 - fewest goals against;
 - most goals and finally
 - coin toss
1. There shall be a minimum of four (4) hours between games played on the same day by a team, and twelve (12) hours between games played on consecutive days by a team. Time is counted from the end of one game to the start (puck drop) of the next. Because of time restraints in scheduling due to ice shortages or other viable reasons, the OSHA State Tournament Director is the only person with the authority to grant a waiver to this rule. However, no waiver shall be granted in championship games, except with the permission of the team that will forfeit its rest period and with the agreement of the OSHA Tournament Director.
2. No team playing its second game of the day shall be required to play the championship game against a team playing its first game of the day.

X - WEBSITE GUIDELINES

The purpose behind this section of the guidebook is to put into place some recommendations and guidelines for the new websites. Please review the issues and return the signed acknowledgement that you have read the recommendations below.

A. AFFILIATE WEBMASTER

OSHA will have an assigned affiliate Webmaster. The affiliate webmasters primary responsibility will be to maintain the OSHA website. This may require an hour or two a day to change and update the content. The mission behind the OSHA website is to make available to all members the guidebook, bylaws, constitution, event schedule, grievance processes, membership, contact information, and deadlines that associations or teams may need.

The affiliate Webmaster will also be responsible for teaching the local associations to create their own websites. The OSHA board will review all websites on an on-going basis. If OSHA deems something to be inappropriate, the association will be notified about the issue. OSHA has the final determination of appropriateness of material on the website.

B. ASSOCIATION WEBSITES

It is not mandatory that associations have a website, but it is strongly recommended as a means of communication. Associations should choose a Webmaster to set up and maintain the website. This person should also be prepared to train division directors and team managers, should the association give permission for them to have their own websites.

Some core elements to place on the website would be:

Welcome Message A brief introduction stating the purpose of the site, which it serves, and an overview of what can be found within.

News News should be refreshed multiple times weekly, if possible.

Membership Information Specifically, contact information for registration, dues, rules, a grievance process, etc.

Event Schedule Clearly labeled on the front page, this section may become one of the most trafficked on the site.

Tournament Results A tournament results feature will enable the user to efficiently update scores and stats.

Email Newsletter Club A great way to communicate with association members.

Advertising - Another very important use of the website is to sell advertising space, of which the association keeps all it earns.

Some advice from USA Hockey on things to avoid:

Incorrect Information Before posting, carefully check all information for accuracy.

Disparaging News about Leagues and Players Please follow the same set of rules you would teach the players regarding sportsmanship and fair play.

Un-moderated Chat Rooms Should be closely monitored for potentially offensive material

Scores and Stats for the Young Players In order to place more emphasis on participation and teamwork, USA Hockey recommends posting only won/loss records for the players at the Mites, Squirts, and Pee wee levels, avoiding heavy stats coverage.

C. PRIVACY CONCERNS

The U.S. government already has strict guidelines for webmasters whose sites are geared towards children. These guidelines can be reviewed at www.ftc.gov/ogc/coppa1.htm.

The government uses the term child to describe children under 13 years of age, but USA Hockey has chosen to be more strict and deem a child to be children under 15. OSHA will do the same

and require the same of its associations.

In general, whenever information or identifiable photos of a child are used online, there needs to be written parental consent. This consent can be revoked at any time. If the type of information being used changes, updated consent needs to be given.

Another area where parental consent is required is when information is being collected from a child. This may be a competition on your website or for a newsletter. Wherever information is being collected a link must be made which goes to a Privacy Policy page, which your association has put together. It would be wise to review the government website mentioned above before your sites collect information from children.

Please photocopy (or print out) the following page. Fill in the information and send to the OSHA office.

Name of Association Webmaster: _____

I acknowledge that I have read the guidelines listed above for the website. I understand that I will be responsible for maintaining the association level website and that I will train and monitor the division or team level websites.

I further acknowledge that OSHA has a final decision and if they find any item on the website to be inappropriate. They will make me aware of the situation and I will resolve the issue in a reasonable amount of time.

I understand that failure to comply with the above rules will result in termination of the association and team websites until the issue is resolved.

Signed: _____

Date: _____