



ASSOCIATION GUIDEBOOK

Effective June 25, 2016

TEXAS AMATEUR HOCKEY ASSOCIATION (TAHA)

www.tahahockey.org

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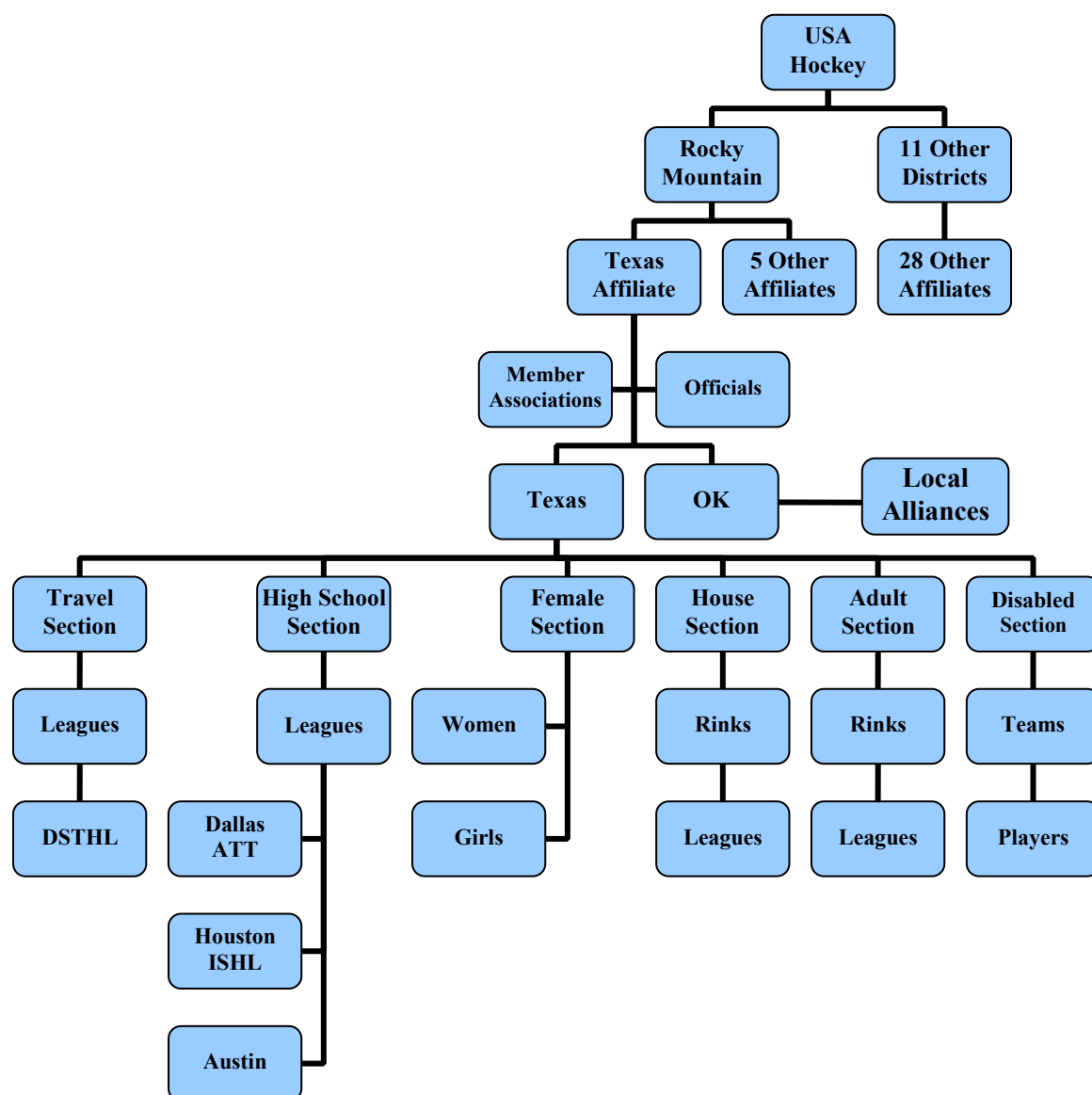
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Introduction

The Texas Amateur Hockey Association (TAHA) is an affiliate of USA Hockey, the national governing body for the sport of amateur ice hockey in the United States. Members of TAHA include rinks and Associations located within TAHA's geographical area, which apply and are granted member status and register amateur hockey teams with USA Hockey. Associate (non-voting) Members of TAHA include all players rostered on a USA Hockey registered team by a TAHA Member, parents, coaches and administrators. TAHA is run by an established voting board elected by its members and follows all rules and regulations established by USA Hockey.

Rules for TAHA are published on the TAHA website and in the current USA Hockey Annual Guide. TAHA is granted the authority by USA Hockey through its affiliate agreement to conduct certain affairs of USA Hockey, and to regulate the sport of amateur ice hockey within Texas and Oklahoma. TAHA is the ultimate authority for amateur hockey affairs in Texas and Oklahoma, subject to the limitations contained under USA Hockey Bylaws, federal, state and local laws.

The purpose of this Guidebook is to assemble pertinent documents and rules established by TAHA that may not currently be in the USA Hockey Annual Guide. The following is a brief summary of the structure, relationship, and available rules and policies that govern amateur hockey in the TAHA and USAH.



The overall governing body for amateur hockey in the United States is USAH. The Annual Guide is published each year with bylaw policy and procedure changes one year and playing rule changes (Official Rules) every four years. All such changes are approved each June at the Annual Congress, and hard copies are distributed each fall. The Annual Guide for organizational bylaws and policies is available online at www.usahockey.com. USAH is comprised of 12 districts and 34 affiliates, including the Rocky Mountain District and Texas Amateur Hockey Association. USAH holds two meetings each year, the Winter Meeting (Jan.) and Annual Congress (June).

Rocky Mountain District (RMD)

USA Hockey is divided into 12 districts, each with governing authority over all respective matters such as player development camps, national bound tournaments, player fees, and registration. The RMD (www.rockymountainhockey.com) is comprised of 6 affiliates and 7 states with Oklahoma being part of the Texas Affiliate. The RMD has a separate Policies and Procedures Manual that each affiliate and event is governed by, along with certain rules and policies that it administers on behalf of USAH. The RMD has 4 directors, each of whom serve on a committee within the USA Hockey governing body, and each votes on matters on behalf of RMD and its affiliates. For example, any rule and bylaw changes of USAH are voted on by these directors at the Annual Congress. The RMD convenes 3 meetings each year, as well as monthly conference calls.

Texas Amateur Hockey Association (TAHA)

TAHA has its own bylaws for local administration of rules and guidelines as one of 34 affiliates within USAH. TAHA is a non-profit 501.c.3 organization that operates using a combination of USAH funding, fees charged for camps and tournaments, and grants to promote and grow amateur hockey in Texas and Oklahoma. While TAHA makes every attempt to adhere to all rules, policies, and guidelines of USAH and RMD, the Affiliate also has certain rules and guidelines (e.g. background screening, match penalties, etc). TAHA has divided its amateur hockey into six sections: adult, disabled hockey, female, high school, house, and travel sections, all of which are listed on the TAHA website at www.tahahockey.org. As an affiliate, TAHA manages the Tier I and Tier II state tournaments and player development camps, which are stepping stones to similar events at the district and national levels. TAHA has one meeting each year, (the Annual Meeting), which follow the USAH meetings. Periodic conference calls are held along with many email communications and web postings.

Member Associations

TAHA Member associations are those organizations, associations and rinks that have entered into a Member Association Agreement with the Affiliate and have agreed to abide by all current and future rules established by USAH and TAHA.

TAHA's minimum criteria to apply for member association status is 5 teams and 75 players and to be in good standing from the prior season based on membership and compliance with all rules. Associations vary in size with all teams registered by the association registrar with USA Hockey, and with rosters approved by the TAHA registrar.

New organizations wishing to apply for member association status must do so in writing, providing information on expected size, coaching staff, ice arrangements and demographic data that support the addition of a new association. TAHA will review the submission and determine whether member association status is warranted. If accepted as a member of TAHA, the Association must enter into a Member Association Agreement that spells out the relationship, responsibilities and expectations of Members. Member Agreements are renewed annually.

Member associations **operate at the discretion of TAHA** and such membership may be revoked at any time as a result of a breach of the Member Association Agreement, or on the annual renewal date with 60 days written notice..

Member Associations must operate within set geographic parameters as defined by TAHA.

1. Tier I teams may recruit players nationwide in accordance with the specified number of out of area players allowed in the Tier I rules.

2. Tier II teams must be community based with no billeted players and rostered players from the local geographic area, unless a waiver is granted due to lack of availability of a Tier II club in the players primary metro area, city or county of residence.
3. House/Rec teams must be community based with no billeted players and no players from outside the Affiliate. Waivers or exceptions must be approved by the Affiliate.
4. All teams of an Association must register through the Affiliate they are geographically attached to unless approved by both Affiliates in advance.
5. All teams of an organization must be part of the same business entity, and practice at least 75% of the time at a rink that falls within 100 miles of the primary home rink of the Association.

Member Association Requirements

A member association is defined as an established association to promote amateur hockey in Texas and Oklahoma by providing support for teams. Each association is required to have rules and regulations, including established Bylaws. Each member association should have a voting board and elect a representative to attend TAHA meetings and be available by email and phone for TAHA communications and matters that pertain to their member association. All the rights and privileges of USA Hockey are afforded a TAHA member association in good standing.

Criteria for member associations:

1. Complete the Membership Application Form with a \$500.00 nonrefundable application fee to TAHA.
2. Sign and submit the TAHA Member Association Agreement.
3. Specify the official contact person for your entity.
4. Entity must have and maintain at least 75 players comprising no less than 5 teams registered during the course of the regular season (August-April). Player and Team registrations during the off-season (May/July) do not count towards the 75 players/5-team minimum. Exceptions need to be approved by the TAHA Board. Small hockey communities may request consideration if unable to meet this minimum. A directory of participants should be included that identify where each player played the prior USA Hockey season and a statement describing the purpose of the new association, need for the organization, and its expected impact on hockey in the local area.
5. Entity must have adequate ice to service the organization. A statement shall be included that details where you will contract/use ice and if such ice is currently being used for other recreational purposes. This statement should declare whether ice has been secured with a contract or how ice will be available to the organization.
6. Entity must be incorporated (or other appropriate registered business entity) and in good standing with the State of [Incorporation] formation, have By-Laws and Officers. A copy of registered Articles of Incorporation (Formation), By-Laws, and a list of your current officers shall be included.
7. Directors and Officers Insurance (D&O) is available once a member association. If D&O already exists, a copy of the D&O retainer, policy or other evidence of existence should be provided.
8. Declare your organization's intended (sustainable) development plan for developing hockey and the type of players/teams you intend to support. This declaration should indicate if the organization has a specific purpose such as intent for high school age players and teams, adult teams or youth recreation hockey.
9. Declare the Association name for which all teams will be called. Any information that you feel other TAHA associations need to better understand your entity's plans and goals and would benefit TAHA considering your application should also be included.

Note: Applying with all stipulated criteria does NOT mean Association status will be granted. The TAHA Board has sole discretion on the addition of new member associations, as well as whether such status will continue year to year.

Leagues

Multiple leagues exist within Texas and Oklahoma, whether they were formed for adult, high school, house, or travel play. Leagues were formed based on sufficient demand from teams and players for organized play. Leagues are governed by rules and guidelines established by the leagues. League rules are designed to manage all aspects of league play, and shall not conflict with existing rules within TAHA, RMD, or USAH. Situations arise occasionally that require input from TAHA or USAH.

Meetings

TAHA holds an annual meeting to review all activities related to its yearly events. TAHA requires each member association to send at least one member to all meetings in order to gather information and to represent the association on voting matters that come before the TAHA membership. Meetings may be comprised of open (public invited) sessions and private (member representative only) sessions.

Adult Hockey

Adult hockey is a relatively new section of hockey for TAHA. Players who become ineligible to play youth hockey at age 19 (or 20 for girls), are then eligible for adult hockey. Divisions currently consist of A, B, C, and D, with no checking rules enforced. TAHA intends to conduct an adult state tournament each year (2013 will be first year).

Disabled Hockey

Disabled hockey players (e.g. sled, hearing impaired, etc.) face many challenges, but ice hockey offers an avenue to participate, compete, and enjoy our great game. In Texas, current efforts are focused on funding and growing a sled program and league that would include teams from programs in Austin, Dallas, Houston, and San Antonio. The goal of this effort is to provide a Texas Sled Hockey League with minimum travel costs and opportunities for sled players and families are maximized.

Girls/Women's Hockey

Girls' / Women's divisions are as follows:

- National Bound Girls' Tier I: 14U, 16U & 19U
- National Bound Girls' Tier II : 14U, 16U & 19U
- Girls' Recreational or House: 8U, 10U, 12U, 14U, 16U & 19U
- National Bound Women's (18 & Over): Senior A, B, C,
- National Bound Women's Recreational: 30+, 40+ & 50+
- Women's Adult Recreational (18 & Over)

Girls may dual roster on a Youth and female Girls' team. Dual-rostered females playing on Youth and Girls'/Women's teams may continue playing on both teams until the end of the regular season. However, the player must declare in writing to her appropriate registrar, or his/her designee, by December 31, on which National Championship bound team she wishes to be eligible to advance to the District, State, Regional and National Championship. If the player does not indicate on which team she wishes to be eligible for District, State, Regional and National Tournaments, the appropriate registrar shall have the final authority to certify the eligibility of any such player solely on the basis of the date of the earliest team roster registration form, as provided above, is received.

TAHA hosts the Girls Texas Affiliate Camp (TAC) each spring. TAC is a player development camp with advancement opportunities to District and National levels.

House Hockey

After the basic skills are learned by the beginning player in a non-competitive, fun environment, the players advance to the House or Recreational level, which is the backbone of youth hockey. This level encourages "house league" play, and is designed to provide opportunities to play for enjoyment, fitness, relaxation, and friendship. Skill development and team concepts are stressed rather than winning.

High School Hockey

High School hockey is separated into Varsity, JV and Prep teams and teams skate in area leagues. At the Varsity level, teams can either be "pure" (meaning all players attend the same school) or "blended" meaning players may attend different schools within a district or region. All teams have rosters registered through USA Hockey as House/Rec. Each year TAHA will conduct a State Tournament for both "pure" and "blended" HS teams and a champion will be crowned in each division. Champions will advance to play in the National HS Championships. The High school hockey season runs from September to April each year. Players are eligible to play for their high school and can also be rostered on a travel team. Select high school players within TAHA compete each spring on a Showcase team that is partially sponsored by TAHA. All leagues conform to all school district regulations as closely as possible, including the UIL No Pass/No Play rule.

Travel Hockey

Travel hockey includes highly skilled, accomplished players and teams of local associations who have the desire and ability to travel and compete for league, state, district, and national championships. An emphasis is placed on winning, which is at least partially balanced with sportsmanship. Several travel leagues exist within TAHA, all of which are self-administered but must comply with TAHA and USA Hockey rules. TAHA hosts several events each season, including the state championships (Tier I and II) and the Texas Affiliate Camp (TAC), which is a player development camp held each spring with advancement opportunities to District and National levels.

ADM Director

USA Hockey rolled out its American Development Model (ADM) in January 2009 after much data gathering of other federation hockey programs, other youth sports, and scientific studies of the development of young athletes. The focus of ADM is skill development, long-term athlete development, fun, and finding an appropriate balance. The 8U age group represents the initial focus of ADM with half-ice or cross-ice practices and games, limited practice-to-game ratios, and practice plans designed for skill development for young players. TAHA's Mite ADM Policy found on page 23 was adopted to comply with USA Hockey's ADM Program.

Registrar

TAHA Associate Registrars are responsible for the review and approval of all IT team rosters as submitted by local member association registrars. Texas and Oklahoma utilize 100% online registration through USA Hockey's web-based system. TAHA Registrars review House/Rec and Tier rosters for coaches' certification, background screenings, play-up and community-based players' compliance. Rosters are date stamped for approval and a copy returned to the member association registrar. Tier I/II rosters are reviewed similarly, and upon approval, are date stamped and copies submitted to the District Registrar for final approval.

Coach-in-Chief

TAHA's Coach-in-Chief oversees all coaching certification clinics as part of a Coaching Education Program (CEP). Local CEP instructors conduct clinics in various communities as part of its CEP. Level 1, 2, and 3 clinics are held annually within TAHA, while level 4 is generally held only once each year within the District. Coaches are certified at each level only after all requirements are met. A schedule of coaching CEP clinics can be found on www.usahockey.com to register. Starting with the 2011-12 season, coaches can only advance one certification level each year, and are required to take age-specific online coaching module for the oldest age team they are rostered on.

Referee-in-Chief

TAHA Referee-in-Chief oversees all on-ice officials' certification clinics within TAHA. Similar to the coaches, local instructors are used to conduct these on-ice officials' clinics. Officials are required to attend a certification clinic annually in order to remain certified and be eligible to officiate games within TAHA and USAH.

SafeSport Coordinator

TAHA's SafeSport Coordinator oversees USA Hockey's SafeSport program for the affiliate, which includes (a) information and materials addressing how to report suspicions or allegations of physical or sexual abuse, or any violations of USA Hockey's SafeSport Policies, (b) sample locker room and travel policies for local programs, (c) the names and contact information for the respective Affiliate SafeSport Coordinators, (d) links to the online training materials and videos for USA Hockey volunteers, employees and members, and (e) other information and materials regarding the USA Hockey SafeSport Program.

TAHA “Outstanding Debt List” - ODL

TAHA maintains a list of players across the Affiliate who have not completed their financial obligations to a prior association or team. Member associations, rinks and teams may add players to the ODL at any time during the season by submitting a form to the TAHA Treasurer that identifies:

1. Player Name
2. DOB
3. Contact information (phone, email, mailing address) for the player being added
4. Member association making the request
5. Dollar amount owed to a member association or team
6. Description and/or timeline of collection attempts
7. Copies of all correspondence between the parties

Although players can be added to the ODL during the season, the last day to make additions to the list for the prior season is the second day after USA Hockey Nationals concludes each year. Any player not added to the ODL list by that date will be assumed to be in good financial standing for the prior season and is eligible for all USAH activities and to tryout and sign with any other organization for the next season. Players added to the ODL may NOT skate for any association, club or team INCLUDING the association, club or team that added the player to the ODL. A member association, club or team that adds a player to the ODL and then allows the player to skate before the obligation is satisfied will waive the rights to amounts owed and the player will be removed from the ODL.

If a player is added to the ODL at any point in the season his/her eligibility on all teams (travel, house, high school, adult) is suspended until the financial obligation has been settled.

Further, a player who chooses to skate during the spring or summer with an association or adult league and fails to complete all financial obligations may be added to the ODL at any time.

Associations are responsible for verifying that players are cleared to play before allowing them to skate or take part in a scrimmage or game. Any organization found to be using a player whose name is on the Outstanding Debt List will be fined \$1,000 and any games played with the listed player will be forfeited in both league and/or tournament play.

A player added to the ODL while playing youth hockey, but who ages out and becomes eligible for adult hockey will be required to satisfy the financial obligation before being eligible to play adult league hockey.

Any player whose name was added to the ODL by an organization or team that ceases to operate before the debt is settled must make payment to TAHA before becoming eligible to play again. Such payments to TAHA will be used for scholarships, equipment grants, and other initiatives at TAHA's sole discretion.

TAHA POLICIES & RULES Background Screenings

All TAHA associations are required to conduct background screenings for all coaches, staff and other volunteers that have regular interaction with athletes using the following rules:

Effective October 1, all new background checks will be conducted through NCSI. There are NO exceptions. Individuals needing a background check will access NCSI through a link on the TAHA web site (www.tahahockey.org). All participants will be required to undergo a new background check prior to the start of the 2015/16 season and every two years thereafter.

The cost of background checks will be \$25 (standard search, \$75 international) and payment will be made directly to NCSI via credit card online. (This charge includes an automatic “recheck” after one year – so essentially this provides two background checks.) If your rink or Association chooses to pick up the cost, you may obtain a code from NCSI that your coaches and staff can plug into the online form and costs will be billed directly to your credit card.

If the member Rink, Club or Association is intending to pay, we will secure a credit card number and NCSI will provide a unique “code” that your users will input so billing can occur.

Once background checks have been completed, the results will be sent to TAHA and the organization (rink or Association) for review. Any “red light” or questionable report will be flagged for discussion.

To help eliminate some confusion on background checks, let me share that **ANY** red light related to sexual or physical abuse will result in immediate removal of that individual from any contact with players until a review of the report has occurred. That review will include TAHA, USA Hockey and the requesting rink or Association. **Final determination will be made by TAHA on any red light report related to sexual or physical abuse.**

Any red light report for other activities, DUI, theft, etc., should be reviewed with consideration given to how long ago the event occurred, the age at the time of the event and other factors that may have contributed to the event. For example a 35 year old coach that was arrested at 16 for shoplifting, versus a 35 year old coach arrested last year for DUI might result in very different decisions.

But in the end, these decisions rest with the rink or Association employing the coach, Team Manager or other volunteer. Rinks and Associations will make the decisions on non-sexual/physical abuse red lights based on your assessment of the circumstances. TAHA will be available to consult on these matters but in the end, the decisions are yours.

Play-down & Play-up Guidelines

The Rocky Mountain District Registrar is the only person who can approve a player to play down an age division. Players requesting to play down in another Youth or Girls age classification need to use the following procedure:

1. Letter from the parents requesting a waiver to play down an age classification.
2. Letter from the family doctor stating the medical reason(s) for the request.
3. Written approval of both the player’s local Association and the State Affiliate.
4. The above documentation package should be mailed to the Rocky Mountain District Registrar for review and approval or disapproval. A copy of the request should be sent to the Affiliate Registrar.
5. The District registrar will have a Doctor evaluate the medical condition and make a recommendation.
6. The District Registrar will send a letter of approval or disapproval to the parents, Affiliate President and Affiliate Registrar.
7. All approved waivers will only cover the current hockey season. The player will not be allowed to play in any State, District or National Championships and must play only on a House/Rec team.
8. Although it is an individual association decision, TAHA believes youth players are best served playing in their own age division, and play-ups should only occur for top players who can compete on the top team in the next oldest age division.
9. Girls playing on Youth teams **MUST** follow the Youth age divisions.
10. Play-ups for 8U Mites are covered by TAHA’s Mite ADM Policy (see page 23).

Player Transfers/Releases

All players are released from their home associations at the close of the current season if the player is in good standing, which is defined as “no remaining financial obligations, debts, credits, or commitments”.

At contract signing of a player, the home association must clearly state in writing the requirements for a player to be considered in good standing. These requirements may be part of a player contract but the signing “home” association and the player representative (i.e. parent) must all sign the contract for it to be valid. The “cost” of a player release shall be fair and reasonable and must comply with the association’s Member Association Agreement, and at no time shall the amount exceed a player’s full-season contractual commitment, plus team fees and expenses.

It is the responsibility of all home associations to notify the player and the TAHA President in writing (email or US Mail) if a player or member is not in good standing. Notification must take place within 72 hours of the player’s initial written request for release and must include supportive paperwork. If said notification does not take place within 72 hours of a work week (excludes weekend and holidays) of initial player request for release, the home association waives its right to identify the player as HOD, and the player shall be deemed by TAHA to be in good

standing. A player reported as on the HOD list by an association may present a written appeal to the TAHA President within 5 working days from the time the report is filed (excludes weekends and holiday). The decision of the TAHA President regarding the release of the player is final and binding on both parties.

Mid-season releases and transfers are to be avoided if possible. Organizations are required (by sound business principles) to establish budgets for teams and players, purchase appropriate ice, contract for coaches, uniforms and equipment and pay league fees. Player departures during the season are disruptive to team dynamics and financials and every attempt to should be made to see that once contracted, players will remain with the chosen club for the balance of the season.

TAHA recognizes that there are circumstances outside the control of all participants that may necessitate a midseason release. These should be limited to injury, illness, family relocation, etc. and TAHA has established amounts that will be owed by the player based on the date of requested release for these reasons. Mid-season departures for any other reason, or no reason, will be considered “discretionary” and any amount of refund will be determined by TAHA. The request for release must be in writing and must be submitted to their association president and TAHA President. The home association releasing the player must provide a written release before the player can skate with another association.

Team Rosters

USA Hockey and TAHA only recognizes youth teams classified as Tier I, Tier II, and House/Rec, which in no way refers to any AAA, Prep, AA, A, or B team levels. Registration with USA Hockey is a two-step process whereby individual players register online to generate a player registration certificate and number, which is then provided to the local association registrar as the first step. The second step is for the association registrar to “claim” the player by creating a 1T roster with the player included. Registration is only completed when both steps are completed.

Some rules and guidelines are provided below for the purpose of registering teams.

1. No male player may be rostered on more than one Tier team at the same time.
2. Players may be rostered on Tier and House/Rec rosters at the same time.
3. Tier rosters are final as of December 31st of each year per USA Hockey rules.
4. Only 14U, 16U and 18U and 19U Girls teams can roster as Tier teams; all other age groups MUST roster as House/Rec.
5. House/Rec rosters may be subject to change after December 31st, so long as league rules allow it.
6. Changes to a Tier or House/Rec roster must be sent to the TAHA Registrar for review and approval.
7. All team rosters should have a minimum of 10 skaters and 1 goalie.
8. Tier rosters shall have no more than 20 players (18 skaters and 2 goalies).
9. All teams skating as part of an association must maintain the same visual identity of other teams within that same association and will be referred to by that association’s name.
10. All coaches must be certified at the appropriate level for the age and classification of their team.
11. All teams are required to have all players and coaches registered with USA Hockey.

Tier I

All Club Presidents or their designee, Coaches, Managers & Team Officials shall have the sole responsibility to make sure each Team meets all the requirements for its classification and meets all the criteria for eligibility for State and District Playoffs. USA Hockey Registrars, Associate Registrars and Texas Amateur Hockey Association (TAHA) Board of Directors will review team rosters at the time of their registration to make this determination.

- A. **Tier Committee**: The TAHA President shall establish and appoint a Youth Tier I Committee and Chairperson ("Tier I Chairperson"). The Tier I Committee shall include TAHA (President, Vice President, Travel Section President, and Immediate Past President).
- B. **Authority**: The Tier I Committee shall have responsibility for all matters pertaining to the recommendation to the TAHA Board of Directors of Tier I Member Associations or Organizations, Tier I Teams, and Tier I Hockey, provided that, pursuant to TAHA Bylaws, the TAHA Board of Directors has final authority. The TAHA Board of Directors will review the recommendation of the Tier I Committee. The responsibility of the Tier I Committee shall include, but is not limited to, recommending the following: (i) granting or terminating authority

to organize and/or operate a Tier I organization, club or association ("**Tier I Organization**") and/or field a Tier I Team ("**Tier I Team**"); (ii) the total number of Tier I teams permitted in any age division; and (iii) establishing guidelines to be used to carry out the purpose of the Tier I Committee. The TAHA Board of Directors may accept or reject the recommendation, may send the matter back to the Tier I Committee for further consideration or may, in its sole discretion, make the final determination of both Tier I Organizations and Tier I Teams.

- C. **Purpose:** The purpose of Tier I hockey in Texas is to provide an opportunity for the best youth players in Texas to develop and compete at the highest level of hockey available in North America at their ages by and through USA Hockey and TAHA. Tier I hockey in Texas is limited to those youth players who have the desire and ability to play at the highest youth level available and to continue to develop as players by playing Tier I hockey.
- D. **Guidelines to Determine Number of Teams:** Guidelines for determining the number of Tier I Teams shall include, but are not be limited to the following:
1. The number of rostered players in an age division in Texas and Oklahoma.
 2. The number of Tier I and Tier II youth teams at any age level the previous season.
 3. Not more than two (2) Tier I Organizations fielding Tier I Teams in age divisions in which USA Hockey conducts a National Championship, which currently includes 18U, 16U, and 14U age divisions. USA Hockey eliminated National Championships at the 12U division starting with the 2012-2013 season.
 4. Each Tier I Organization shall have no more than one (1) Tier I Team per age division (e.g. 18U, 16U, 14U). Single birth-year teams such as 15U and 13U shall be classified as Tier II or House/Rec.
 5. The number and competitiveness of Tier teams fielded the previous season.
- E. **Tier I Organizations:**
1. **Responsibility:** A Tier I Organization is an established TAHA member association that is in good standing.. Each Tier I Organization that is authorized by TAHA to register a Tier I team shall govern, control and be fully responsible for its organization, actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts incurred by or in the name of the Tier I Organization, or any of its Tier I teams, players, coaches, or representatives. The proposed Tier I Organization must be duly organized and operated in accordance with the By-Laws, Rules, Regulations and Policies of TAHA and authorized according to TAHA rules to field, govern and control Tier I Teams organized by such Tier I Organization in the State of Texas each season.
 2. **Authorization Period:** Tier I authorization is granted for a period of two (2) years plus a one (1) year option at TAHA's discretion provided the designated Tier I Organization maintains compliance with all established or subsequently-modified requirements. Tier I Organizations will be advised ninety (90) days prior to the expiration of the two-year designation whether the one-year option will be awarded by TAHA. For purposes of this document, the Tier I season (year) begins the day after the conclusion of the USA Hockey National Championships and concludes on the last day of the USA Hockey National Championships the following season (year).
 3. Tier I authorization can be withdrawn at any time during the Authorization Period should a Tier I Organization fail to comply with all Tier I requirements or TAHA rules, experience financial instability, or if representatives (Board, coaching staff, etc.) demonstrate conduct detrimental to amateur youth hockey, TAHA, or USA Hockey.
 4. TAHA reserves the right to replace an existing Tier I Organization should circumstances warrant. TAHA will provide notice of any vacancy of Tier I Organization, the application process and deadline.
 5. TAHA reserves the right to increase the number of Tier I Organizations should it determine that additional Tier I Organizations can be supported by the player talent pool.

F. Tier I Team Authorization Procedure:

1. Application: Prospective Tier I Organizations or any existing Tier I or II member shall complete and deliver the TAHA Tier I Application to the Tier I Chairperson no later than **April 1st** of each year. Such Application shall comply with the requirements set forth in paragraph F(3) below and Addendum 1. The Tier I Committee, subject to the review by the TAHA Board of Directors, may waive a particular requirement it deems not material to the application. . No new or existing Tier I Organization shall have authority to operate or otherwise participate in Tier I hockey in any capacity unless it has received its authorization in writing from TAHA. The Tier I Chairperson, with support from the Tier I Committee, shall recommend to the TAHA Board of Directors the acceptance or denial of such application. The TAHA Board shall have final approval of the Tier I Organizations based on information provided by each applicant and other pertinent information assembled by the Tier I Committee.
2. Notification: Beginning with the 2012-13 season, existing and new Tier I Organizations will be notified in writing by the Tier I Chairperson of the acceptance or denial of its application by **April 15th** of the current season.
3. Each authorized existing or new Tier I Organization shall comply with the minimum requirements set forth in this Article, TAHA and USA Hockey By-laws, Policies, Rules and Regulations, which include, but are not be limited to, the following:
 - a. An Organization fielding Tier I teams must be affiliated via its Bylaws and/or registration with a TAHA member association that fielded Tier II teams the previous three seasons.
 - b. A Tier I Organization may only apply for one (1) Tier I Team in each age division (18U, 16U, 14U).
 - c. In accordance with the statement of purpose in Section I.C. above, Tier I teams registered through TAHA shall limit the number of Out-of-State Players (as defined in this Article) to the following:
 - (i) 5 skaters and 1 goalie at 18U,
 - (ii) 3 skaters and 1 goalie at 16U, (iii)
1 skater and 0 goalies at 14U,
 - (iv) For purposes of this Article, an Out-of-State Player is any player who, at the time of roster submission, does not have an immediate family member who is domiciled in Texas/Oklahoma. An immediate family member is defined as (1) a natural or adoptive Parent or Grandparent, (b) an older sibling or (c) a Guardian appointed due to the death or incapacity of a Parent. A player who meets the requirements of this subsection is an In-State Player, subject to the provisions of subsection (vii) of this paragraph.
 - (v) A player who has reached the age of eighteen (18) years and who otherwise would be an Outof-State Player under subsection (iv) of this paragraph will be treated as an Out-of-State Player notwithstanding any assertion that said player is of the age of majority.
 - (vi) In any case where a player's address, as submitted on a Tier I Roster, is different than that of the immediate family member domiciled in Texas through which the player claims to be an InState Player, the TAHA Tier I Committee is authorized and directed to conduct such investigation as may be necessary to determine whether treating the player as an In-State Player is consistent with the purposes of this Article.
 - (vii) The TAHA Tier I Committee shall have final decision authority in determining whether a player sought to be rostered on a Tier I Team is an Out-of-State Player.
 - d. A list of Officers, Directors, and Registrar, the age divisions for its proposed Tier I Teams, the names of the Coaches for each Tier I Team, written proof that each Coach has completed the appropriate coaching certification and USA Hockey coaching module for that age division, and has complied with TAHA's background screening requirements.
 - e. Historical financial information that demonstrates the organization proposing to field Tier I Teams has been financially stable the prior three (3) consecutive seasons and has the ability to finance the following season.

- f. Ice contract(s) that demonstrate the time slots and days of the week that the proposed Tier I teams shall practice or play games for the upcoming season. It is imperative that Organizations provide sufficient ice to support an appropriate number of home games and practices consistent with the size of its program, its season and this Article. In addition, Tier I Organizations must provide evidence of a supporting off-ice development program.
- g. A Fact Sheet for each proposed Tier I team, as defined in Paragraph G(5) below.
- h. Written information regarding the structure, organization and responsibilities of the Tier I Organization and each Tier I Team, its coach, manager and any administrators.
- i. Written By-Laws, Rules and Regulations.
- j. Current compliance and a statement of future intent, ability, and procedures to comply with USA Hockey and TAHA By-Laws, Policies, Rules and Regulations as well as the Guidelines and Policies established by the Tier I Committee.
- k. Internal Revenue Service 501(c)(3) tax exemption status under the Internal Revenue Code.
- l. All Tier I games played in Texas must have officials scheduled by assignors authorized for Tier I hockey.
- m. Any other information determined to be necessary by the Tier I Committee or Tier I Chairperson.

G. Team Selection Process:

- 1. Procedures: Each Tier I Organization shall institute procedures to select the best players available. Guidelines for team selection process shall include, but not be limited to the following:
 - a. Each Tier I Organization shall hold open tryouts. Commencing with the 2012-2013 season, tryouts may **not** be announced or advertised until the Tier I Organization has received written notification from the Tier I Chairperson of its approval as a Tier I Organization and Tier I team for the ensuing season.
 - b. Tryouts must be conducted in accordance with TAHA's tryout schedule published each spring. Tier I Organizations will conduct tryouts for their Tier I teams at 18U, 16U, and 14U age divisions during the protected Tier I tryout period, which will allow Tier I Organizations to attract, evaluate, and select the best players at each age group.
 - c. Tier I Organizations that conduct tryouts during the protected Tier I tryout period (i.e. players on the ice) will be required to skate teams at Tier I for the coming season. Should a Tier I Organization determine, either during or following tryouts, that one or more teams will not be competitive at Tier I, the Tier I Organization may opt to disband the Tier I team or register the team as House/Rec. Such teams will not be permitted to drop to Tier II following the Tier I tryout period.
 - d. Personal invitations for tryouts are permissible but tryouts must be announced publicly through a general publication or individual mailing to all players at each level, and inviting any player who wishes to tryout.
 - e. The announcement must contain at a minimum the organization name, level of tryouts, name of head coach, contacts with phone numbers, dates/location/time of tryouts, & brief statement of the program.
 - f. Each Tier I Organization to provide a Fact Sheet that shall be provided to anyone who attends tryouts.

2. **Player Commitment:** Any player who signs a USA Hockey 1T Tier I roster is committed to that Tier I Team for the ensuing playing season and cannot play for another Tier team until he/she has been released from that Tier I Team. All such player releases shall be submitted to the Tier I Chairperson. Exceptions to this rule are Girls, High School, House League, Juniors, Junior College, College or University.
 3. **Roster:** USA Hockey rosters (1T) for Tier I Teams must be submitted to the appropriate USA Hockey Associate Registrar for Texas prior to any team participating in a non-league game, league game or tournament game. Any Tier I Organization or team found to be in violation of this rule will be sanctioned accordingly as outlined in the USA Hockey Annual Guide. Tier I Organizations must register their Teams as Tier I Teams by **September 15th** of the current season to be eligible for the state tournament. A Tier I team may not be registered as a High School **or House/Recreation** team at any point during the season.
 4. **Commitment Date:** No player shall be allowed to contractually commit to play on a Tier I Team or sign a roster or pay monies prior to TAHA-approved tryout dates for the ensuing season.
 5. **Fact Sheet:** Tier I Organizations and Tier I Teams shall furnish each Player and his/her parent(s), in writing, before any tryout and prior to signing a roster, a Fact Sheet that provides full disclosure of their Tier I program and season, including all applicable costs (at a minimum, fundraising, jerseys, off-ice training, approximate travel costs, season registration fees of the Tier I Organization, and any other expected expenses), number of games and practices, amount of travel, and any "rules" of the Tier I Organization or Tier I Team. The Fact Sheet shall also outline the refund policy of the team should a player not play for the full season, regardless of reason. The player and parent must sign this fact sheet and a copy shall be provided to TAHA along with the team registration by September 15th. If a player is added to the Tier I Team roster after September 15th, the player and parents must sign the fact sheet before being added to the roster and a copy of the fully signed fact sheet shall be immediately provided to TAHA. Copies of all signed Fact Sheets & rosters (1T) shall also be submitted to the Tier I Chairperson.
- H. **Competition among Tier I Organizations and Teams:** TAHA and current Tier I Organizations have agreed that local competition among the Tier I Organizations and Teams will provide for high quality, cost-effective play in Texas and further promote Tier I hockey in Texas. Each authorized Tier I Team shall play each other in Texas a minimum of four (4) games (excluding tournament games) at each appropriate age division each season. All such games should be scheduled as soon as possible to be included in each team's season schedule. The cost for these games shall be split evenly by both teams. Scheduling of such games shall take place and the dates of said games given to the TAHA Tier I Chairperson prior to August 1st. All such games must be played at least two (2) weeks prior to the Tier I State Tournament.

Tier II (Community-Based)

A Youth Tier II Organization is an established TAHA member association in good standing that has fielded teams at 14U, 16U, 18U age divisions for the prior two (2) consecutive seasons. All Tier II teams shall be community based as stated by USA Hockey and TAHA. Tier II community-based teams shall only include in-State players whose family's domicile or permanent residence is in the same local community of the registered TAHA member association's home rink. Commuting or other players whose guardian resides in Texas/Oklahoma but outside of the community where the member association's home rink is located are not eligible for a Tier II team based outside of the family's domicile. No billeted or out-of-state players are allowed to be rostered on a Tier II team.

If a player does not have a Tier II team in his local community, such player may petition to play for the next closest community that does have a Tier II team in the appropriate age division. Such petition shall include the age division for the upcoming season, address of family's domicile or permanent residence, address of nearest rink, name of organization and level of team from prior season, and name/address of organization and level of team that is being requested for the upcoming season. All such information shall be submitted to TAHA's Travel Section President.

House/Recreation

The House/Rec level of USA Hockey and TAHA is the backbone of youth hockey. Internal or "house league" play is encouraged in this program designed to provide opportunities to play for enjoyment, fitness, fun, and friendship.

Skill development and team concepts are stressed, rather than winning. Non-community and billeted players are not permitted at the House/Rec level. Teams that are registered House/Rec are not eligible for any national-bound tournament.

TAHA has established the following eligibility rules for House/Rec rosters:

- a) All House/Rec teams shall be community based as stated by USA Hockey and TAHA. House/Rec rosters will be comprised of in-state players whose family's domicile or permanent residence is in the same local community as the registered TAHA Member Association's home rink. No billeted or out-of-state players are allowed to be rostered on a House/Rec team. If a player does not have a House/Rec team in his/her local community such player may petition to play for the next closest community that does have a House/Rec team in an appropriate age division. **Such petition shall include the age division for the upcoming season, address of family's domicile or permanent residence, address of nearest rink, name of organization and level of team from prior season, and name/address of organization and level of team that is being requested for the upcoming season. All such information shall be submitted to TAHA's House Section President prior to tryouts.**
- b) All teams submitting a House/Rec roster will be permitted to attend USA Hockey sanctioned tournaments and compete in skill divisions at or below the "AA" level.
- c) House/Rec teams wishing to attend tournaments during the regular season (August to April) must submit the certified roster to the House Section President in advance for review and approval.
- d) House/Rec rosters may also be used by summer teams formed and operating after the end of the prior season (defined as the day after USAH Youth Nationals concludes) and the beginning of the next season (defined as August 1st).

Rinks and Member Association teams who primarily operate in border towns or within 75 miles of a neighboring state may request exemptions to this policy.

Tryouts

In order to create fair, reasonable, and competitive play, TAHA will announce prior to each season the earliest tryout schedule for the following season. Member associations may hold tryouts later than the dates posted, but not any earlier. High School Associations that also form travel teams must abide by the above dates. NO portion of such tryouts (Travel or High School) may precede the above dates. USA Hockey only recognizes youth teams classified as Tier I, Tier II, and House/Rec, which in no way refer to any AAA, Prep, AA, A, or B team status. Specific tryout dates and rules for each season are posted on the TAHA website at www.tahahockey.org.

Coaches Certification

Proper certification is required for all coaches on the bench. Each coach should be certified at the proper level for the age division he/she is coaching. The chart below outlines the progression for a new coach. Coaches with preexisting certifications will enter the new CEP program at their current certification level and must adhere to paragraphs A and B below as deemed by USAH. All coaches are required to wear helmets on the ice.

- A. All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education each year until, at a minimum, they achieve Level 3. A coach may attend only one (1) certification clinic per year (not including age-specific requirements). Coaches who do not coach in continuous years must re-enter the program at the next level when they resume coaching responsibilities. Once Level 3 is achieved, periodic renewal [as outlined in Paragraph (c) below] is required for coaches who have not achieved Level 4. Coaches of Tier 1 and Tier II (National Tournament Bound) 14U, 16U, and 18/19U teams must complete Level 4 in their fourth season of coaching. Coaches who attain Level 4 certification are not required to attend any further certification clinics but must adhere to the age-specific requirement as outlined in Paragraph B.
- B. In addition to the training in paragraph (a) above, coaches must also complete online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one agespecific module in any given season.

<u>Years of Coaching</u>	<u>Certification Requirements</u>
Year 1 (ex: 2012-13)	Level 1 clinic + age-specific component.
Year 2 (ex: 2013-14)	Level 2 clinic + age-specific component if not previously taken for current age level.
Year 3 (ex: 2014-15)	Level 3 clinic (expires Dec. 31, 2015) + age-specific component if not previously taken for current age level.
Year 4 (ex: 2015-16)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 5 (ex: 2016-17)	Complete the online Level 3 Recertification Track 1 (expires Dec. 31, 2017), or attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 6 (ex: 2017-18)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 7 (ex: 2018-19)	Complete the online Level 3 Recertification Track 2 (expires Dec. 31, 2019), or attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 8 (ex: 2019-20)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 9 (ex: 2020-21)	Must attend a Level 4 clinic + age-specific component if not previously taken for current age level.
Year 10 and beyond	No Level recertification required but must complete age-specific component if not previously taken for current age level. Coaches are highly encouraged to attend a continuing education course every two years.

TAHA and USA Hockey's CEP recommend all coaches obtain "First Aid for Coaches", and highly recommends at least one coach from each team be trained. First Aid for Coaches is a joint effort by USA Hockey's Coaching Education Program and the American Red Cross and is available online. To access, go to www.USAHockey.com and click on "Coaches" from the top menu. The Red Cross link is a complete menu of available training and "First Aid for Coaches" that will be relevant for all members.

Coaching Ethics Code

All USA Hockey ice hockey coaches (head and assistant) and instructors must abide by the USA Hockey Coaching Ethics Code, and understand that violations may result in full or partial forfeiture of coaching privileges in programs, sites or events under USA Hockey's governance. All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coaching Ethics Code can be found online at www.usahockey.com under Coaches.

Coaches' Helmet Rule

On-ice hockey coaches who are observed on the ice without any protective helmet will be subject to the following disciplinary action. A suspension stays with the coach and not the team. Any hockey coach observed on the ice at a practice or USA Hockey sanctioned event should be reported immediately. The required information to be reported includes coach's name, team, date, time, rink, & names of any witnesses to the incident. This information should be sent as soon as possible via email to the TAHA Vice President and Coach-in-Chief at the addresses provided on the TAHA website. Any questions regarding this rule should also be directed to their attention.

- 1st offense – warning/reminder
- 2nd offense – 30-day suspension
- 3rd offense – coach is suspended for the rest of the season

Match Penalties

1. **State Match Penalty Committee.** TAHA hereby establishes a State Match Penalty Committee, the purpose of which is to oversee proper adjudication of all Match Penalties assessed to players, coaches, team officials or parents who are participants in teams, leagues or programs that are registered with USA Hockey through TAHA. The State Match Penalty Committee shall be comprised of three members, appointed as follows:

- Two or more persons who are members in good standing of a TAHA Member Association, appointed by the TAHA President, one of whom shall be designated as the State Match Penalty Committee Chairman; and
 - The USA Hockey State Supervisor of Officials, provided, however, that the State Supervisor may appoint any other USA Hockey registered official as his designee to participate in his place in connection with any matter referred to the State Match Penalty Committee.
2. **Local Match Penalty Committees.** TAHA hereby additionally establishes Local Match Penalty Committees. The number of such committees shall be at the discretion of the TAHA President, with the intent that a Local Match Penalty Committee shall exist for each geographic area over which TAHA has jurisdiction (e.g. Dallas, Houston, Austin, San Antonio, Midland, and OKC). The Local Match Penalty Committees shall be comprised of three members, appointed as follows:
- Two or more persons who are members in good standing of the hockey community, reside or are associated with teams or programs in the same geographic area of their particular Local Match Penalty Committee, and who are appointed by the State Match Penalty Committee Chairman, one of whom shall be designated as the Local Match Penalty Committee Chairman; and
 - The USA Hockey State Supervisor of Officials, provided, however, that the State Supervisor may appoint any other USA Hockey registered official as his designee to participate in his place in connection with any matter referred to the Local Match Penalty Committee.
 - Notwithstanding the above provisions of this Paragraph 2, any League made up of teams registered with USA Hockey that has established procedures for handling match penalties at the local level may apply to TAHA to have its procedures utilized in place of procedures set forth herein for Local Match Penalty Committees. Such application shall be considered and ruled upon by the TAHA Board of Directors and, if approved, match penalties shall be handled under such League procedures instead of the Local Match Penalty Committee established by this policy for the relevant geographic area. Decisions of such committees shall be subject to the same appeal procedures as set forth in this policy for decisions of Local Match Penalty Committees.
3. **Conduct of Committee Functions.** Each member of all committees established shall each have one vote with respect to any matter brought before the committee for decision. The chairman of each committee shall have responsibility to ensure that the committee properly discharges its duties and responsibilities, and shall report to the person who appointed him to his position.
4. **Jurisdiction of State Match Penalty Committee.** The State Match Penalty Committee shall have original jurisdiction over all match penalties that are assessed for verbal threats, physical threats, physical harm, or physical assaults made or committed against on-ice officials. This specifically includes match penalties assessed under USA Hockey Rules 601(f)(1) & 601(f) (3). Appeals of any decision of the State Match Penalty Committee shall be submitted in written form to the TAHA President.
5. **Jurisdiction of Local Match Penalty Committees.** The Local Match Penalty Committee shall have jurisdiction over all match penalties that the State Match Penalty Committee does not have original jurisdiction. Appeals taken from any decision of a Local Match Penalty Committee shall be submitted first to the State Match Penalty Committee, which shall have the right to affirm or reverse the decision of the Local Match Penalty Committee. If the matter is affirmed by the State Match Penalty Committee, then an appeal of the decision shall be submitted to the TAHA President. If the original decision is rejected by the State Match Penalty Committee, then the matter is remanded to the Local Match Penalty Committee along with guidance and further instructions for further deliberation and decision.
6. **Compliance with USA Hockey By-Laws.** Hearings and proceedings conducted by any committee created by TAHA for match penalties shall be conducted in accordance with the procedures established in USA Hockey By-Law 10(D). For purposes of By-Law 10(D)(1), the committees appointed by this provision shall be the “Hearing Committee” for the matters as to which each has original jurisdiction.
7. **Hearing Participants.** At the hearing, the Committee will meet first and separately with the official (via telecom if needed), which is followed by a meeting with the player and his/her parent[s]/legal guardian[s] if the

player is under 18. A parent/legal guardian must attend the hearing if the player is under 18. Witness statements will be accepted prior to the hearing if the witnesses are unable to attend in person.

8. **Hearing Procedure.** The Rules of Evidence in Judicial Proceedings do not apply to match penalty hearings. Players or coaches cannot be represented at the hearing by attorneys who are not permitted in the process. The Committee does not allow cross examination of the officials by the player or the player by the officials. The Committee may look at video of the incident so long as its authenticity can be established.
9. **Hearing Schedule.** Match hearings will be scheduled on the first Tuesday of each month. If a match penalty is called within seven (7) days of next hearing date, the hearing will be rescheduled for the next month and the individual who received the match penalty may resume play after thirty (30) days elapses from the date of the match penalty and no hearing has been held. If the individual chooses to waive the required seven (7) day hearing notice requirement, the hearing may be held during the next scheduled hearing date.
10. **Conflict of Interest.** In the event that any member of any committee has a conflict of interest between the association, team, or program they represent and the matter at hand, such member shall excuse himself or herself from participating on such committee and the appropriate Committee Chairman shall appoint a replacement committee member for such matter only. Such replacement committee member shall be a TAHA member in good standing and not in conflict with the matter at hand.
11. **Appeals of Committee Decisions.** Once decisions have been rendered by any TAHA disciplinary committee, suspended or otherwise disciplined participants may request an appeal hearing of the TAHA President within 10 days of the decision being rendered. Such request for an appeal should include a written statement indicating the basis for the appeal including:
 - a) Why an appeal is warranted
 - b) Information or evidence that was not available or considered during the hearing
 - c) Bias in the way the hearing was conducted
 - d) Conflict of interest on the part of any hearing committee member

The TAHA President will consider the written statement and determine if an appeal is warranted. Request for an appeal may be granted resulting in a new hearing. The TAHA President may also conclude there is no basis for an appeal and such request may be denied. If granted, an appeal hearing will be conducted at the next scheduled hearing date and may result in a reversal of the original decision, confirmation of the original decision or an entirely new decision.

Disciplinary Action

TAHA encourages and supports disciplinary actions taken by local associations. An Association Disciplinary Committee is a standing committee consisting of at least 3 members. The committee will meet as necessary throughout the season.

- a) **Procedure:** The offending player, parent, or coach is asked to be in attendance to give their account of the story. They will be allowed to bring representatives for support. If possible the referees involved should be present or his written report should be available. The Disciplinary Committee should ask question to best determine the following:
 - 1) What exactly took place as best can be determined?
 - 2) Did the referees make an appropriate call (i.e., was it too harsh or lenient given the facts?)
 - 3) Does the individual feel any sense of remorse or at least acknowledgement of having behaved inappropriately under the circumstances?
 - 4) Will the punishment fit the crime given the circumstances?
- b) In all instances the Disciplinary Committee will strive for consistency in application of its duties.
- c) **Appeal:** In all instances it is preferable to have matters settled by the local association. Exception to this would be the right of any individual to appeal to TAHA a judgment they are disputing after the local association has conducted a proper hearing. However, the TAHA Board of Directors will only rule on the

appeal of procedural issues, and will not review the facts of the case or the nature of the penalty or punishment. These would be referred back to the local association.

- d) All penalties, suspensions and punishments must be served in games involving the team the player or coach was playing for when the penalty was assessed. The only exception to this rule is when a player, coach or team official is assessed a Match penalty. When a Match penalty is imposed, the penalized player, coach or team official is suspended from ALL USA Hockey activity, including practices and games, until a hearing is held in accordance with USA Hockey by-laws. The Match penalty is the only penalty that “follows” the player, coach or team official to teams other than the team he/she was playing on when the penalty was assessed.

Examples:

1. A Midget-A player is assessed a Match penalty for abuse of an official. The player also participates on a team in his city’s high school league. What is the suspension?
 - A. The player is suspended from both teams for all games and practices until the association for which the Midget-A team participates conducts a hearing using the bylaws set forth by USA Hockey. If no hearing is held within 30 days the player must be reinstated. The minimum suspension under this rule shall be 3 games.
2. A travel player is assessed a game misconduct in a travel league for checking from behind. What is the penalty?
 - A. The player is suspended for the next game (already appearing on the schedule) with that team, regardless of whether it is a league game or tournament game.
3. A travel coach is assessed a Game Misconduct for Abuse of an Official in a League game. The coach also coaches a high school team that plays the next night. Is the coach suspended from the high school game?
 - A. No. The coach must serve his penalty in the next game involving the team he was coaching when the penalty was assessed.

Officials

TAHA recognizes the Ice Officials Associations listed below. Leagues and the associations are encouraged to follow the USA Hockey guidelines when assigning officials. The hosting association or league is responsible for ensuring that properly certified on-ice officials are available for every game. In addition, off-ice officials shall be adequately trained to fulfill these responsibilities.

- Central Texas Hockey Officials
- Houston Ice Hockey Officials
- Metro Hockey Officials

USA Hockey and TAHA recommend the following minimum certification levels for officials be used:

Three-Official System

Age Class	Girls/Women	Referee	Youth Tier I/II	Linesmen	Youth Tier I/II
Adult Open		Level 4		Level 3	
Adult U.S.		Level 4		Level 3	
Adult No-Check	Women's Adult	Level 3		Level 2	
Junior A		Level 4		Level 3	
Junior B		Level 4		Level 3	
Junior C		Level 3		Level 3	
H.S. Varsity		Level 3		Level 3	
H.S. Jr. Varsity		Level 3		Level 3	
18 & Under	19 & Under	Level 3	Level 3	Level 2	Level 3
16 & Under	16 & Under	Level 3	Level 3	Level 2	Level 3
14 & Under	14 & Under	Level 2	Level 3	Level 2	Level 3
12 & Under	12 & Under	Level 1	Level 2	Level 1	Level 2
10 & Under	10 & Under	Level 1	Level 1	Level 1	Level 1
8 & Under	8 & Under	Level 1	Level 1	Level 1	Level 1

Two-Official System

Age Class	Girls/Women	Referees		Youth Tier I/II
Adult Open		Level 3		
Adult U.S.		Level 3		
Adult No-Check	Women's Adult	Level 3		
Junior A		Level 4		
Junior B		Level 4		
Junior C		Level 3		
H.S. Varsity		Level 3		
H.S. Jr. Varsity		Level 3		
18 & Under	19 & Under	Level 3		Level 3
16 & Under	16 & Under	Level 3		Level 3
14 & Under	14 & Under	Level 2		Level 3
12 & Under	12 & Under	Level 1		Level 2
10 & Under	10 & Under	Level 1		Level 1
8 & Under	8 & Under	Level 1		Level 1

NOTE:

To be eligible to officiate in any state, regional or national championship, an official must be completely registered on or before December 31 of the current season. To the extent possible, only Level 4 officials will be eligible to work national championships.

Other Matters

- a) Abusive Spectators: Officials may halt play of any game if the conduct of spectators becomes abusive or dangerous. Play will not begin until the abusive fans have been removed from the arena.
- b) Injuries: The referee shall stop play immediately in the event of any injury unless the referee is convinced that the injury is not serious or that it is an attempt to delay the game. Coaches are advised not to move an injured player until the extent of the injury has been determined.

State Tournament

- a) A Tier I state tournament will be held to determine the team eligible for participation in the Rocky Mountain District Tournament at the 14U, 16U, and 18U age divisions.
- b) A Tier II state tournament will be held to determine the team eligible for participation in the USA Hockey National Championship Tournament at the 14U, 16U, and 18U age divisions.
- c) The TAHA Travel Section President is responsible for communicating state tournament information.
- d) The team shall be certified by the Texas Registrar [USA Hockey Team Membership Application,] to have complied with all eligibility requirements. An Eligibility Grid should be completed for each team.
- e) Copies of government issued birth certificate if the player has not been verified in the USAH system.
- f) The team's certified player roster [USA Hockey Official Team Roster, Form I-T] and credential documents must be submitted to the Tournament Committee at the Credentials Check-in in advance of the Championship Tournament.
- g) A player(s) and any Registered Team Member (e.g. coaches) must be eligible to compete in the Championship Tournament to participate in the District and National Championships.
- h) Each team must have competed as a team unit at least twenty (20) games.
- i) Each player must play on the team at least ten (10) games before Championship Tournament.
- j) For scoresheets to count in meeting the 20/10 requirements, the Team Membership Application & Official Team Roster must be certified by the Texas Registrar prior to Dec. 31. Roster changes after Dec. 31 will not be accepted. Copies of scoresheets for all games listed on the Eligibility Grid are required for Credentials prior to the Championship Tournament. Games before Sept. 1st will not count toward 20/10.
- k) A game is a match played against another team that is registered with a member organization of the IIHF at the same competitive level and officiated by registered officials. A game shall consist of at least three period or two halves all of which last a minimum of sixty (60) minutes. A Game Record Summary should be completed for each team.
- l) All Coaches (head & assistants) must have the required certification (no temp cards) as specified by USA Hockey to participate in playdown games & Championship Tournament.
- m) All teams formed from Tier I tryouts in a predetermined schedule prior to Tier II tryouts and deemed Tier I by TAHA shall only be eligible to apply as a Tier I team.
- n) All Tier II teams shall be community-based teams as defined by USA Hockey and TAHA.
- o) Credential books are required for all Tier I teams and Tier II teams that have qualified for the final 4-team Championship Tournament.
- p) TAHA will designate a Tournament Committee to preside over the State and Championship tournaments.
- q) The Texas State Tournament for each age division shall consist of four teams at the Tier II level. At the Tier I level, the number of teams participating will be decided on a year-to-year basis.
- r) Member associations shall signify their intentions of entering a team(s) by submitting an application before the deadline as provided by TAHA. All tournament announcements and applications will be sent to association presidents and representatives who will then be responsible for distributing to their own associations. All applications must submit the application fee for each team at the time of application.
- s) If a team withdraws prior to competing in any playdown games, the association is subject to a one-year suspension from all State Tournament play.
- t) A maximum of twenty (20) players, including goalies, shall be permitted to play in a game. All teams are requested to arrive with two goalies.
- u) Teams unable to arrive with two goalies must request a second goalie one week before their first game. If approved by the TAHA President, teams may use a substitute goalie from a lower level team of the same association. Substitute goalies shall be declared to all teams before first game of State Tournament. Tournament Committee shall decide any exceptions.

Texas Affiliate Camp (TAC)

- a) Each year TAHA holds evaluations as part of a Texas Affiliate Camp (TAC) in order to select players to participate in the District Development Camp. This opportunity is only open to the most skilled players in each organization whose birth date is within that year's camp age requirement. Nominees for TAC camp should be submitted from each association after careful consideration and nomination from the player's coach and association evaluators. Entire team rosters may not be submitted.
- b) The objective of TAC is to evaluate those players who are the best players at their respective position and age group based upon each player's performance in a series of structured scrimmages. TAC evaluators will select a limited number of players at each age group and position to represent TAHA at the Rocky Mountain District Camp.
- c) TAC evaluators will be experienced hockey coaches from outside the state of Texas and Oklahoma. Our goal is to improve the integrity and consistency of the player evaluation process by eliminating the natural biases that can occur when coaches are evaluating groups of players that include those from their team and/or association.
- d) Since the competition is always extremely intense, each coach must adhere to the following ground rules when considering which of their players to nominate for TAC:
 1. TAHA wants to send "the best of the best" to Rocky Mountain District Camp. As such, coaches should nominate their most highly skilled players at each position (i.e. first-line forwards, defensemen, and starting goaltender), and should take time to set each nominated player's expectations as to the highly competitive nature of the TAC weekend.
 2. Players nominated to attend TAC must be members in good financial standing of their respective association and USA Hockey.
 3. Players must be citizens of the United States. NO EXCEPTIONS
 4. Nominations can only come from a player's association – not from parents.
 5. Evaluators will be given the discretion to make "cuts" as early as 15 minutes into the first session. Coaches are therefore asked to keep this in mind prior to nominating each player for TAC, so as to prevent the inevitable disappointment or embarrassment that a player experiences when asked to make an early exit from any tryout or evaluation of this type.

Mite Policy

USA Hockey adopted the American Development Model (ADM) in January 2009. ADM has since been adopted in various ways throughout USA Hockey at the District and Affiliate levels. In May 2010, TAHA established Guidelines and established the ground rule that all Mites beyond the 2010-11 season to play in rink-based Mite ADM programs.

Further, USA Hockey mandated cross/half ice for Mites beginning with the 2013/14 season. With feedback from many, TAHA has amended its current Mite ADM policy as provided below. Any issues regarding this Mite ADM Policy will be decided by the TAHA Board.

1. All Mite contests will be cross/half ice. NO FULL ICE GAMES WILL BE PERMITTED!
2. Travel associations are not allowed to field any 8U Mite travel teams.
3. All 8U Mites and younger should play in rink-based Mite ADM programs.
4. Teams for rink-based Mite ADM programs must be formed through a draft process. For large, rink-based ADM programs (4 or more drafted teams), tier play (Gold, Silver) will be allowed for like-skill players.
5. Each TAHA member association may have two (2) 8U Mite players (Mite Major) play-up on a 10U Squirt team, Each Member Association shall provide to TAHA the name/DOB of any such 8U Mite Major player as soon as he/she is added to a 10U team roster.
6. Remote, small market, rink-based ADM programs with limited enrollment at 8U & 10U age groups may combine such groups for practices and games to insure future program growth. Such programs must secure TAHA approval prior to the start of any organized play. TAHA will consider each request on a case-by-case basis.
7. "Grandfathering" and 8U Mite players on a team based outside their local hockey community are not permitted.
8. No birth-year specific Mite teams are permitted to play in any practices, games, scrimmages, or travel tournaments.
9. Rink-based programs with travel teams shall not field 8U Mite teams who travel beyond local metro area rinks to play games. Local rinks may include rinks in neighboring communities with limited options for play.

10. Invitational travel tournaments sanctioned by TAHA and USA Hockey shall not include a 8U Mite division.
11. Spring/Summer (Apr-Jul) camps/clinics for 8U Mite players (next season's Mites) must be ADM compliant. Fall/Winter (Aug-Mar) camps/clinics for 8U players may only be run by rink-based Mite ADM programs.
12. Specifically, Mite players aging up into Squirts for the next season can begin to play Squirt after 4/1 each year. Rink-based programs are required to provide highly qualified, experienced coaches who can conduct cross-ice, ADM-style practices, games, and jamborees for its 8U Mite players and teams.
13. Travel associations are strongly encouraged to support local rink operators and provide qualified travel coaches of all levels to participate in rink-based, Mite ADM practices, cross-ice games, and jamborees.
14. To support this Mite ADM Policy, TAHA will provide financial grants on a request-only basis to purchase border patrols, hard dividers and other equipment to help facilitate cross/half-ice practices, games, and jamborees.

All travel associations, rink operators, and any other entities that have any teams registered through TAHA with USA Hockey are required to comply with this Policy and are subject to sanctions for any violations. Sanctions will be determined on a case-by-case basis by the TAHA Board, and shall include any or all of the penalties listed below:

- Member Association Tier teams will not be eligible for state, district, or national tournament play.
- Member Association House/Rec teams will not be eligible for any league playoffs.
- Member Association teams will not be permitted to travel outside the Affiliate for games/tournaments.
- Member Association will be considered "not-in-good-standing" for the rest of the current season.
- Member Association will not be eligible for any TAHA grant monies, and may be subject to financial penalties (payment of which can be a condition of continued membership in TAHA).
- Any other appropriate penalties or sanctions as determined by the TAHA Board of Directors.

Travel Permit

It is *recommended* that teams submit travel permit requests to TAHA whenever they play outside of the Affiliate (i.e. TX & OK) except for league play (i.e. Louisiana). The purpose of the permit is to protect teams from playing against non-USA Hockey registered teams or in non-sanctioned tournaments that puts their USA Hockey insurance at risk for all such players and coaches registered with USA Hockey. Travel permits are required for travel outside of the Affiliate vs. Canada or other countries. Travel permit forms can be found on the TAHA website at www.tahahockey.org. Teams should submit all such forms at least two weeks before traveling.

Safety Equipment

- Colored, internal **mouth guards are required for all age divisions through 18U youth and 19U girls** at all times while players are on the ice. For the first violation of this rule, the team shall be issued a warning. A misconduct penalty for an equipment violation shall be assessed to any player of that team for a subsequent violation during the same game.
- It is also strongly recommended that the mouth guard be attached to the facemask with a strap provided by the helmet manufacturer or a dentist.
- Neckguards are not required by USA Hockey or TAHA for any youth players.
- Helmets are required to be worn by all coaches at all times while on the ice.
- All players must comply with all other safety equipment as prescribed by USA Hockey.

Patch Awards

Three types of achievement patch awards are available for milestone events during a season. A player can only receive one patch award for each type per season. In order to receive a patch award, a copy of the scoresheet showing the achievement should be sent to the Patch Coordinator. The scoresheets are to be sent monthly by associations with a cover page detailing each player's achievement. Patch awards will then be sent to the association representative.

- Hat Trick patch for any player who scores 3 goals in a single USA Hockey sanctioned game
- Playmaker patch for any player who records 3 assists in a single USA Hockey sanctioned game
- Shut Out patch for any goalie who records a shut out in a single USA Hockey sanctioned game

Conflict of Interest Policy

Conflicts of interest have the potential to cause legal problems as well as embarrassment for Texas Amateur Hockey Association (TAHA). While transactions involving conflicts of interest are not prohibited, they must be duly considered by the Board of Directors of TAHA, based on disclosures as may be required by the Board.

This conflict of interest policy is intended to help directors, officers, and certain other persons identify situations that present possible conflicts of interest and to provide TAHA, with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. Part II of the policy is intended to take advantage of certain statutory procedures which protects certain conflicted transactions from subsequent legal challenge.

Part I – Definitions

A. Conflict of Interest

A “Conflict of Interest” exists when a Responsible Person is called upon by the President to act on a transaction to which TAHA, would be a party, where the Responsible Person’s actions or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of TAHA. Although it is impossible to list every circumstance giving rise to a Conflict of Interest, the following will serve as a guide to the types of transactions and relationships that create Conflicts of Interest. “Class A” Conflicts of Interest relate to transactions in which a Responsible Person has a direct conflict of interest. “Class B” Conflicts of Interest involve relationships or transactions that create indirect conflicts of interest.

B. Class A

1. A transaction between TAHA and a Responsible Person or Family Member.
2. A transaction between TAHA and an entity (other than a Related Organization) or individual in or of which a Responsible Person or Family Member has a material financial interest or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

C. Class B

1. A Responsible Person’s actions or involvement competing with TAHA, or a Related Organization in the rendering of services or in any other transaction with a third party.
2. A Responsible Person having a material financial interest in an entity or individual that competes with TAHA or a Related Organization in the provision of services or in any other transaction with a third party.
3. A Responsible Person accepting gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with TAHA, or a Related Organization, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization. A list of examples of the foregoing types of transactions is set forth in Part V.

D. Control

“Control” exists if one organization or individual:

1. Owns, directly or indirectly, at least 50 percent of the stock ownership or membership interests of another organization;
2. Has the right, directly or indirectly, to direct or cause the direction of the management and policies of another organization, whether through the ownership of voting interests, by contract, or otherwise.

E. Family Member

A “Family Member” is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.

F. Related Organization

A “Related Organization” is an entity that controls, is controlled by, or is under common control with TAHA

G. Responsible Person

A “Responsible Person” is any person who holds one or more of the following positions with respect to TAHA, or a Related Organization: 1. Director

2. Officer
3. Member of a Committee
4. Member of the Executive Staff
5. Any other person who is determined by the Board of Directors to be subject to this policy.

Part II – Standards and Procedures

A. Report To President

Each Responsible Person who has or anticipates having a Conflict of Interest shall report the Conflict of Interest to the President of the corporation, or to an individual or committee designated by the President, immediately upon identifying the Conflict of Interest. A Conflict of Interest identified by a Responsible Person in the course of a meeting of the Board of Directors or of a committee shall be reported immediately to the Board of Directors or committee, as the case may be.

B. Class A Conflicts

Class A Conflicts of Interest by a member of the Board of Directors of TAHA, shall be reported by the Responsible Person, the President, or the President's designee, to the Board of Directors or to the committee that is considering or has considered the transaction to which the Conflict of Interest relates. The Board or committee shall consider the Conflict of Interest in accordance with the following procedures:

1. If the director who has the Class A Conflict of Interest is present at the meeting at which the transaction involving the Conflict of Interest is to be considered, such director shall disclose to the Board or committee all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
2. If the director who has the Class A Conflict of Interest is not present, or has not made the disclosure required by the preceding paragraph, the President or a representative designated by the President shall disclose to the Board or the committee all known facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
3. A director who has a Conflict of Interest shall not be counted in determining the presence or absence of a quorum for purposes of the vote. The Director having a Conflict of Interest shall not vote on the transaction. Such director's ineligibility to vote shall be reflected in the minutes of the meeting.
4. The transaction or relationship shall be approved only if it receives the affirmative vote, in good faith, of a majority of all of the members of the Board or committee, as the case may be. The approval may be given before, after, or concurrently with the transaction that involves a Conflict of Interest.
5. In the event that the number of persons having Conflicts of Interest with respect to a particular transaction is so large that it is impossible to obtain a quorum, or the number of votes necessary for approval as described in paragraph 4, then the transaction shall be approved only upon the unanimous vote of the disinterested directors, provided that there are at least two disinterested directors. The minutes of the meeting shall reflect an analysis of the fairness and reasonableness of the transaction as to this corporation.
6. The procedure described in this section is intended to comply with the requirements of any statutory provision which provides for authorization, approval, and ratification of certain transactions involving Conflicts of Interest. In the event of any inconsistency between the provisions of this section and those statutory provisions, the statutory provisions shall govern.

C. Other Councils

The President shall take such action as he or she deems appropriate with respect to reported Class A Conflicts of Interest involving persons other than directors and all reported Class B Conflicts of Interest. Such action may include, but is not limited to, (1) simply noting the Conflict of Interest in the corporate files, (2) reporting the matter to the Board of Directors for its information only, or (3) referring the matter to the Board of Directors or one of its committees for review.

Part III – Confidentiality

A. Nondisclosure Policy

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information, the disclosure of which might be adverse to the interests of TAHA. No Responsible Person shall use confidential information for his or her personal gain.

B. Types of Confidential Information

The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Board:

1. Information regarding the appointment or termination of employees.
2. Employee evaluations and compensation.
3. Information about contractual relationships with third parties. The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

C. Failure to Comply

Any director, officer or member of a committee of TAHA, who fails to comply with the provisions of this Part III shall be subject to such sanction as the Board of Directors determines is appropriate. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanction as the Board of Directors determines is appropriate.

Part IV – Administration of Policy

A. New Directors

Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so. **B. Annual Review**

This policy shall be reviewed annually by the Board of Directors or a committee designated by the board. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Part V – Examples of Conflicts of Interest

A. Class A

1. A transaction between TAHA, and a Responsible Person or Family Member.

Example: The Board of Directors approves an agreement for the provision of consulting services by a member of the Board of Directors of TAHA

2. A transaction between TAHA, and an entity (other than a Related Organization) or individual, in or of which a Responsible Person or Family Member has a material financial interest, or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

Example: The Finance and Investment Committee approves an investment management agreement with a company of which a TAHA, Director is the Vice President.

B. Class B

1. A Responsible Person competing with TAHA, or a Related Organization in the rendering of services or in any other transaction with a third party.

Example: An officer of TAHA, agrees with another National Governing Body to promote the National Governing Body in talks with potential sponsors or licensees.

2. A Responsible Person having a material financial interest in an entity or individual that competes with TAHA, or a Related Organization in the provision of services or in any other transaction with a third party. **Example:** The spouse of an officer of TAHA, is an investor in a licensing agency company that attempts to obtain sponsors or licenses for clients other than TAHA

3. A Responsible Person accepting gifts, excessive entertainment or other favors from an individual or entity that does, or is seeking to do, business with TAHA, or a Related Organization, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization.

Example: The chair of the Finance and Investment Committee is offered free use of a lake home belonging to the President of an organization that has a finance proposal under review by USA Hockey, Inc.

Part VI – Acknowledgement of Conflict of Interest Policy

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

Signature: _____ Date: _____

Print Name: _____

Whistleblower Policy

If any member reasonably believes that some policy, practice, or activity of the Texas Amateur Hockey Association (TAHA) is in violation of the law, a written complaint must be filed by that member with the TAHA President.

It is the intent of the TAHA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of the TAHA and provides the TAHA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

The TAHA will not retaliate against a member who in good faith, has made a protest or raised a complaint against some practice of the TAHA, or of another individual or entity with who the TAHA has a business relationship, on the basis of a reasonable belief that the practice is in violation of a law, or a clear mandate of public policy.

The TAHA will not retaliate against members who disclose or threaten to disclose to a Board member or a public body, any activity, policy, or practice of the TAHA or that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Records Retention Policy

1.0 PURPOSE: The purpose of this document is to define a process for the establishment, control and management of quality records for the Texas Amateur Hockey Association (TAHA). This procedure defines the method to control quality record identification, storage, retention, protection, retrieval, disposition and disposal.

2.0 SCOPE AND FIELD OF APPLICATION: This document applies to all areas of the TAHA. Records can be in the form of any type of media such as hard copy or electronic media.

3.0 DEFINITIONS:

	TERM	DEFINITION
3.1	Record	Any document, form, log sheet, or data (electronic or hardcopy) that provides results achieved or evidence of activities performed.
3.2	Record Custodian	Process owner or function that owns the quality record, or who is responsible for generating, maintaining, storing, and defining disposal requirements for a quality record.

4.0 GENERAL REQUIREMENTS:

- 4.1 Records are established and used to demonstrate conformance to the by-laws and the effective operation of the TAHA Mission.
- 4.2 Records shall be legible and identifiable to the action or activity involved.
- 4.3 Records may include graphics, reports, emails, databases and various forms of data and information.

5.0 Responsibility:

- 5.1 All records identified in this procedure shall be the responsibility of the TAHA.
- 5.2 It is the responsibility of the functional owner or the organization to define:
 - a) the information to be collected,
 - b) responsibility for data collection,
 - c) record media to be used (paper, electronic, logs etc.)
 - d) the manner by which the records are stored,
 - e) retention time,
 - f) storage and disposal requirements
- 5.3 All Board Members are responsible for complying with the record retention guidelines.

- 6.0 **Record Retention:**
- 6.1 Record retention requirements shall be established and recorded within the by-laws of TAHA.
- 6.2 Some records may need to be retained for a longer period based on a specific legal, regulatory, or interested third party requirements.
- 6.3 Unless otherwise specified, in Appendix A below the record retention period is three (3) years, minimum.
- 6.4 The Records Retention table in Appendix A is utilized to communicate some of the record retention requirements.
- 7.0 **Storage and Protection:** Records are maintained and stored in a suitable manner to permit appropriate access and retrieval, as well as an environment that protects against deterioration, damage and loss.
- 8.0 **Record Disposition:**
- 8.1 When the record retention period expires, records are to be discarded without further authorization, unless they are connected to a litigation, investigation or claim.
- 8.2 The owner/custodian of the record is responsible for determining the appropriate means of disposal of the record.
- 9.0 **RECORD MANAGEMENT OF ELECTRONIC DOCUMENTS:** The same care in storage, protection, retrieval, retention and disposition is given to records stored using electronic media.
- 10.0 **Record Retention Schedule:** At a minimum the following record schedule (Appendix A) shall be retained.

**APPENDIX A
RECORD RETENTION SCHEDULE**

No.	Record	Responsibility	Retention Period (Yrs)
1	Tax Records	Treasurer	7
2	Internal Audit Reports	Treasurer	7
3	Purchase Orders	Treasurer	7
4	Bank Statements	Treasurer	7
5	Annual Report	Treasurer	7
6	Meeting Minutes	Secretary	3
7	Expenses	Treasurer	7
8			
9			
10			