

PHA Standard Operational Procedures

I. DEFINITIONS

- A. “Adult League” shall mean Member Teams in the Adult division(s).
- B. “AGC” or “AGC(s)” shall mean Age Group Coordinator or Age Group Coordinators.
- C. “Board Member on Duty” shall mean a designated PHA Board member. If a Board member cannot be present, then the AGC shall act in this capacity. If neither Board Member nor the AGC is available, then another individual with AAU membership shall be specifically designated by a member of the Executive Board to serve in this capacity.
- D. “Captain” shall mean the contact person for each Adult Member Team.
- E. “Championship Game” shall mean that game in each division which is played after the end of PHA’s Regular Season and Playoff Tournament. The winner shall be considered PHA champion for their division.
- F. “Coach” or “Coaches” shall mean Head Coach, Assistant Coach and Student Coach.
- G. “Executive Board” shall mean the voting PHA Board of Directors established pursuant to PHA’s guidelines and By-Laws, charged with overseeing the operations of PHA.
- H. “Grievance and Discipline Committee” shall mean the Trustee as chair, the Director of Coaching, and Director of Officials.
- I. “League Game” shall mean any scheduled Pre-Season, Regular Season, Playoff Tournament, All-Star Game, Iron-Man Game or any other game as determined appropriate by the PHA Board.
- J. “Member Team” shall mean any team, which has been accepted as a member of PHA pursuant the procedures set forth herein.

- K. “PHA” shall mean the PTC Hockey Association, Inc.
- L. “PHA Board” shall mean the voting and non-voting members of the PHA Board of Directors established pursuant to PHA’s guidelines and By-Laws, charged with overseeing the operations of PHA.
- M. “Board approval” shall mean agreement by 2/3rds of the voting members of the Board unless otherwise specified.
- N. “PHA Board Member” or “PHA Board Members” shall mean President, Vice President, Business Manager, Director of Coaching, Player and Development Coordinator (at the discretion of the Director of Coaching), Director of Officials, Assistant Director of Officials (at the discretion of the Director of Officials), and Trustee of the PHA Board. The Player and Development Coordinator and Assistant Director of Officials are non-voting Board Members.
- O. “Playoff Tournament” shall mean any one or more of the games played as part of PHA’s Playoff Tournament, including Championship Game. This tournament will be held each season at the end of the Regular Season.
- P. “Regular Season Game” shall mean any one or more of the games played as part of PHA’s schedule, as such schedule is established at the start of the season, or as otherwise modified by the PHA Board. This includes Pre-Season games. This does not include Playoff Tournament or All-Star/Iron-Man Games.
- Q. “Rostered” shall mean Players and Coaches assigned to a Member Team by the AGCs and approved by the PHA Board.
- R. “Running clock” shall mean the clock does not stop on whistles with the following exceptions:
1. During a pending penalty call

2. Play is stopped due to a player injury
 3. Upon request of the referee
- S. “Season” shall mean the full yearly scheduled time period beginning in fall and ending in summer.
- T. “Stop-time clock” shall mean the clock stops on all whistles and restarts with the ensuing faceoff.
- U. “Team Official” shall mean any person serving as Coach, Student Coach, AGC, Official or PHA Board Member during a League Game or practices. All “Team Officials” must be a member of AAU Hockey and if over the age of eighteen (18), are required to submit to and pass a background check prior to the start of the season.

II. MEMBER TEAM PARAMETERS

A. Application for Membership

1. All Players and Coaches participating in any League Game or practice must have current membership in AAU Hockey and shall be registered through PHA.
2. Pre-registration may be offered every season for current recreational members. Current members may pre-register on-line at times scheduled by the Registrar. If current members miss the deadline, they must register during on-line Open Registration.
3. PHA provides opportunities for on-line Open Registration prior to each season at times scheduled by the Registrar. The Registrar posts Open Registration details on the website, ptchockey.com, in PHA newsletters, on local information channel, and in the local newspapers, as applicable.

B. Coach Selection

1. Coach selection is determined by the AGC(s) and Director of Coaching.
2. All Coaches must be approved by PHA Board.

3. For the purposes of this section, age requirements must be reached by the official start of the season's first game.

C. Head Coach

1. Must be at least twenty-one (21) years of age
2. If not twenty-one (21), then the following limitations apply:
 - a) *Must be at least eighteen (18) years of age*
 - b) *Must receive PHA Board approval for each season until reaching twenty-one (21) years of age*

D. Assistant Coach

1. Must be at least eighteen (18) years of age
2. If not eighteen (18), then the following limitations apply:
 - a) *Must be at least sixteen (16) years of age*
 - b) *Must receive PHA Board approval for each season until reaching eighteen (18) years of age*
3. Must have one of the following:
 - a) *Two (2) prior seasons experience as a Student Coach, or*
 - b) *Two (2) prior seasons experience as an Assistant Coach, or*
 - c) *PHA Board Approval*

E. Student Coach

1. Must be between the ages of 13 through 17
2. Must have attended a training session conducted by the Director of Coaching or designated representative prior to acting as a Student Coach
3. Must never act as either the Head or Assistant Coach
4. Must have completed a Student Coach application and received approval from the PHA Board
5. The following applies to all Coaches under the age of eighteen (18):
 - a) *Must be paired with an Assistant Coach over twenty-one (21) years of age*

- b) *Must be supervised by a registered PHA Coach or League Official at least twenty-one (21) years of age at every practice or game. If the Head Coach or Assistant Coach is not available, contact should be made with the AGC and Director of Coaching. If no suitable replacement is available, then the practice or game will be cancelled.*
- c) *Can only assist in a division lower than they play in and under the following criteria:*
 - (1) PeeWee Player may assist with a Squirt or lower division team
 - (2) Bantam Player may assist with a PeeWee or lower division team
 - (3) Midget Player may assist with either a Bantam or lower division team
- d) *While on the rink, must wear helmet (with or without mask). Shin pads and elbow pads are strongly recommended.*

F. PHA does not honor Coach pairing requests.

G. All Coaches over the age of eighteen (18) must submit to and pass a background screening.

H. All Coaches must be registered with AAU Hockey.

III. Member Team

A. Selection

- 1. Member Teams are redrafted each Fall.
- 2. As needed, the AGC's and Director of Coaching, with help from the PHA Board, will adjust rosters of Member Teams midway through the season to maintain age division balance.
- 3. Member Team selection method shall be at the discretion of the AGC (i.e. draft, AGC forms teams, etc.) with approval from Director of Coaching.

4. Mandatory Player evaluation for new Players and move up Players should be performed after registration. After Member Teams are formed by the applicable division and PHA Board approval, all rosters are final. Any roster changes or additions must be approved by the appropriate AGC and Director of Coaching and if challenged by a Member, must be approved by 2/3 of the PHA Board, including replacing Players who drop out.

B. Composition

1. Mite-Adult League Teams shall be comprised of up to ten (10) Players. Exceptions: (1) a Member Team loses a Player and there is no Player on the waiting list (2) the PHA Board decides that it is in the best interest of PHA to add extra Players.
2. Any composition changes outlined above must be approved by 2/3 of the PHA Board.

IV. PLAYER ELIGIBILITY PARAMETERS

- A. Eligibility requirements will be available at pre-registration and open registration each season. Any Player whose full registration fees are unpaid prior to the first week of practice will not be eligible to participate in the league games and practices until payment is received, in accordance with the request for payment made by the league. Registrar shall have authority to set up payment plans with members and such members shall be permitted to participate in league games and practices prior to making full payment of registration fees.
- B. Players who have outstanding balances from incurred additional or prior year fees (i.e. tournament or travel league registration) will not be eligible to participate in the league, tournament, or travel games and practices until payment is received, in accordance with the request for payment made by the league. Registrar shall have authority to set up payment plans with members and such members shall be permitted to participate in league, tournament, or travel games and practices prior to making full payment of fees.
- C. Only Rostered Players may play in League Games unless as described in sections E or F below.
- D. Any Player who has turned seventeen (17):
1. and is enrolled in high school, must play in the Midget division and may participate in the Adult League for a reduced fee as determined by the PHA Board prior to each season.
 2. and has graduated from high school, shall only be eligible to play in the Adult League.
- E. Player Early Move-Up Requirements

1. Requests to move a player up to a division older than what is prescribed for their birth year must be made by the AGC to the Registrar, President, and Director of Coaching prior to the start of the season the player is requesting to be moved up.
2. For players registered for a full season (i.e., Fall and Spring), requests may be made prior to the registration deadline for the Spring half of the season to take effect for the remainder of the year.
3. If a Player is turning eighteen (18) prior to the end of the calendar year, the PHA Board will consider a petition for an early move up to the Adult League for the Fall season if such player has graduated from High School.
4. Player must demonstrate game play at his/her age group that would justify that player to move up to the next highest age group as determined by their birth year and by the losing age group AGC, the gaining age group AGC, and the PHA Board.
5. Both the losing and gaining AGCs should provide a recommendation and their rationale to the PHA Board on all requests for Player early move-up.
6. Player move-up must be approved by 2/3 of the voting PHA Board Members.
7. Player will be notified of results at the time the teams are formed. Parents of the affected player may decline the early move-up if they choose.
8. Players playing in a division older than what is prescribed for their birth year are reviewed and re-decided by the AGCs at the start of each season (Fall and Spring).

V. PLAYER SUBSTITUTIONS

A. Player - Skater Substitutions

1. Exceptions to the substitution rules can be made with coordination and approval by the AGC and the Board Member on duty. Exceptions to substitution rules may only be granted when necessary to prevent a forfeit resulting from unforeseen player availability, injury, illness, or similar extraordinary circumstances.
2. Member Teams must have four (4) skaters and one (1) goalie to participate in/start an official game. These four (4) skaters and one (1) goalie may consist of all Rostered players from that team or any combination of substitute players (as provided for herein) and Rostered players from that team.
3. In all age divisions from PeeWee through Midget, a Member Team may use substitute skaters from one lower age group (according to their birth year). Parents and Players assume all risks associated with playing as a rostered player or substitute player in any division. A substitute Player may only be used as a substitute for one (1) game per day and a maximum of three (3) games per Fall or Spring season.
4. With regards to the youngest active division, teams may utilize substitute players from the same division to allow said team to bring the game roster to the appropriate level of skaters. For example, if a Mite team requires additional substitute players, the team can use Mite players from other teams as their substitutes, subject to all other playing restrictions outlined in the Standard Operating Procedures.
5. With regards to the Adult “A” League, substitute skaters may be pulled from the Adult “B” League (if applicable), from Midget as long as the Midget player is 17 years of age at that time, or another Adult “A” League if such substitute is approved by the opposing captain. With regards to the Adult “B” League substitute skaters may be pulled from other Adult “B” League teams, from the Novice/Co-ed league, and from the Adult “A” League as long as the Adult “A” player is age 30 or over. In all Adult League substitutions, the opposing team’s captain must approve.

6. This process is to grant a Member Team the benefit of having a maximum of two (2) substitutes for Bantam and Midget divisions - or three (3) for Mite through PeeWee divisions - on the bench, having an equivalent of six (6) skaters [Bantam and Midget] or seven (7) skaters [Mite through PeeWee] and one (1) goalie max. This request must be brought to the attention of the AGC, opposing Coach, Officials, Score Keepers, and the overseeing Board Member. Statistics on substitute skaters will not be kept; substitutes should be rostered with a designation of “Sub Skater” and will be tracked to ensure compliance with the season substitution limit.
7. If a team has less than six (6) skaters present, the game can be played as four (4), 7-minute running clock periods to ensure adequate rest for the team. This decision is at the discretion of the coach with fewer than six (6) skaters present.
8. Players may play up to three (3) games per day. Two (2) games with their own team and one (1) with a team from the division above.
9. Substitution rules are not intended to create a “permanent” substitute that is designated to a single team. In other words, substitutes should not be subbing exclusively for one team.

B. Player – Goalie Substitutions

1. Exceptions to the substitution rules can be made with coordination and approval by the AGC and the Board Member on duty. Exceptions to substitution rules may only be granted when necessary to prevent a forfeit resulting from unforeseen player availability, injury, illness, or similar extraordinary circumstances.
2. During Regular Season Games, a substitute goalie can only be used if the Rostered goalie is injured, sick, or unavailable. If teams in a given division do not have assigned goalies to each team, then the AGC shall determine how best to assign goalies with the intent of keeping games as fair as possible.

3. PeeWee through Midget age divisions, a substitute goalie from one lower age group (as prescribed by their birth year) may be pulled up. A goalie or a skater willing to play goal from the same age group or a skater from the next highest age division (as prescribed by their birth year) willing to play goal may be used during a Regular Season Game ONLY. This does not include early move-up Players.

- a) This request must be brought to the attention of the AGC, opposing Coach, Officials and Score Keepers. Statistics on substitute goalies will not be kept.*
- b) If a Rostered goalie requests to play out as a skater, then another Rostered player (from that team) should be selected to play goalie if the team is not short players under the player substitution rule.*

4. Adult Leagues – For the Adult Leagues “A & B (if applicable)” Rostered goalies may be used from either league in either league. Exceptions may be allowed subject to majority vote of the team captains prior to the commencement of the regular season. Also, the use of a Midget goalie is allowed.

- a) The opposing captain’s approval is required for either scenario above.*

5. Youth Division Goalies are only allowed to play three (3) games per day.

1. Substitution rules are not intended to create a “permanent” substitute that is designated to a single team. In other words, substitutes should not be subbing exclusively for one team.

6. Statistics on substitute goalies will not be kept; they should be rostered as “SubGoalie”.

VI. OFFICIALS AND SCORE KEEPERS PARAMETERS

A. Officials Information

1. All Officials report to the Director of Officials and on-rink Officials must be at least twelve (12) years of age. An Officials clinic is to be conducted before the start of each season. The purpose of this meeting is to go over new AAU Hockey (USARS) and PHA Rules and Regulations. This meeting is mandatory unless arrangements are made with the Director of Officials.
2. Officials must be certified in order to officiate, unless authorized otherwise by the Director of Officials through consultation with the appropriate governing body representative. Officials are responsible for the cost associated with certification. Only when necessary, will PHA allow an Official to participate with a temporary certificate (registered). This exception only applies to returning Officials.
3. Officials under the age of eighteen (18) are considered to be in training with PHA for at least one-half (1/2) season. On-rink Training Officials will also receive a \$25 allowance in their first paycheck to go towards the purchase of their Officials uniform.
4. Pay rates for Referees per game are:
 - a) *Mite - \$17.00*
 - b) *Squirt - \$20.00*
 - c) *PeeWee - \$23.00*
 - d) *Bantam - \$28.00*
 - e) *Midget - \$30.00*
 - f) *Adult Divisions - \$35.00.*
 - g) *In the event the Mite division utilizes a 30-minute game slot format as defined in Section VI, the Referee pay rate shall be \$10.00 per game.*
5. At the discretion of the Director of Officials, adult league officials may be paid a \$5 per game fee supplement for out of area referees.
6. Any Player suspended from League Game(s) is prohibited from officiating until such suspension has been served, or otherwise released by the Director of Officials

7. The Director of Officials will send a payment request to the Business Manager every two (2) weeks, including a report, detailed by Official, of the games worked. The Business Manager will then arrange payments to Officials, utilizing the payment rate schedule provided at the beginning of the season.
8. Any on-site training of PHA Officials is done by volunteers. Officials are responsible for costs associated with any off-site training or clinic unless costs are approved by PHA Board.

B. Score Keeper Information

1. All Score Keepers must be at least eleven (11) years of age and report to the Director of Officials and follow the same rules and guidelines of the Officials unless otherwise revised or modified by the Director of Officials. Score Keepers are considered a third official. At the discretion of the Director of Officials, they must be certified as an Official and attend the Officials clinic. It is PHA's policy to start all new Officials as Score Keepers.
2. The Score Keeper's pay is \$14.00 per game. In the event the Mite division utilizes a 30-minute game slot format opposed to 60 minutes and a Score Keeper is used in such games, the Score Keeper's pay rate shall be \$7.00 per game.
3. The Score Keeper is responsible for verifying Coaches against the Coach Eligibility List prior to each game.
4. Score Keepers under the age of eighteen (18) are considered to be in training with PHA for at least one-half (1/2) season.
5. Any Player suspended from League Game(s), is prohibited from score keeping until such suspension has been served.
6. The Director of Officials will send a payment request to the Business Manager every two (2) weeks, including a report, detailed by Score Keeper, of the games worked. The Business Manager will arrange payments to Score Keepers.

7. It is the duty of each Head Coach to report Players in attendance at each game. If the Head Coach fails to present this information to the Score Keeper, then it is the Score Keeper's duty to request this information prior to the start of the game. The Score Keepers are to submit this information as instructed by the Director of Officials following each game.

VII. LEAGUE GAMES

A. General

1. PHA league play is governed by the rules of our sanctioning organization AAU Hockey and USA Roller Sports (USARS), see www.aausports.org. Additionally, the PHA Board (both past and present) has imposed additional rules.
2. The Rules and Regulations set forth in this section shall be applicable to all League Games, including Pre-Season Games, Regular Season Games, Playoff Tournament and All-Star/Iron-Man Games except where noted.

B. Coaches

1. No Coaches or Team Officials are allowed on the playing surface during warm-ups, except in Mite through PeeWee divisions.
2. If any Coach twenty-one (21) years of age or older cannot be present at League Games and/or practices, they must make arrangements with their AGC and Director of Coaching for another certified coach to act on their behalf.
3. Only Coaches or Team Officials are allowed on Players' bench during League Games. As stated in section IV.B.7 above, it is the duty of each Head Coach to report Players in attendance at each game to the Score Keeper.

C. Jerseys

1. All Players must wear the jersey they are assigned at the beginning of the season.
2. Any permanent or temporary changes (forgotten jersey) must be brought to the attention of the Officials and Score Keeper and noted on the score sheet prior to the start of League Game.
3. Players may not alter jerseys without PHA Board approval.
4. Exception: Players' names may be added to the back top of the jersey.

D. Protective Equipment

1. All Players must wear all protective equipment required by USA Roller Sports (USARS) Rules (as defined in section 9.5 of USARS The Official Rules Of Inline Hockey), including mouthpieces, and proper attire for all practices, PHA Open Stick times, and League Games.
2. Hockey jerseys must cover elbow pads and in-line pants must cover shin guards during all practices and League Games.
3. All Goalies must wear a jersey to cover all chest and arm protection.
4. All equipment must be worn while on the Players' bench and on the rink surface, including warm-up and handshake.
5. Adult League – All Players are required to wear at least half shield face protection.

E. Game Start Time Procedure (Including First Game of Day)

1. The start time of every game shall be strictly adhered to.
2. In the event that BOTH TEAMS do not have the proper number of players ready for the start of a game, the game clock shall start at five minutes past the regularly scheduled start time of the game (or delayed start time if delayed by previous games).
3. Once each team has the required number of players ready to play, the game will commence with the amount of time shown on the game clock.
4. If one team has the required number of players to start the game but the other does not, the offending team shall be charged with using their time-out first and, if after the time-out, such team still does not have the required number of players ready to start play, the offending team shall be issued a delay of game penalty providing an additional two minutes for players to get ready.
 - a) *The offending team shall start the game with a minor penalty once (if) the game begins.*

5. If after being charged their timeout and being assessed a delay of game penalty, and the offending team still does not have the required number of players ready to play, the clock shall begin to run until an additional seven (7) minutes expires. If the offending team becomes ready to play with the required number of players during these seven minutes, the game shall begin with the amount of time remaining on the game clock.
6. If after the initial grace period of five (5) minutes, using a time-out, being assessed a delay of game penalty, and an additional seven minutes (fifteen total minutes past the original start time of the game), either team does not have the required number of players ready to play, the game shall be declared a forfeit by the team or teams that do not have the required number of players at that time.
7. The remaining time may be used as an exhibition game at the discretion of the AGC and/or Board member on duty. Individual player and team stats are not recorded in exhibition games. The duration, play clock rules, and number of players will be determined based on the remaining time available as to not delay following games beyond their originally scheduled game time. For example, if there is 45 minutes until the next game is scheduled to start there one team has 3 players and another team has 7, then the game could be played using mixed teams of 5 skaters each, 3 on 3, two 10-minute periods, with running clock.

F. Playing Time

1. All Skaters are expected to share playing time equally. No individual or individuals should play unreasonable amounts of time that exceed or fall behind the norm established by their team during a game.
2. If a Member Team protests a game due to the opposing team potentially violating the League's expectations for equal playing time:
 - a) *The Head Coach should notify the Director of Coaching and President of the team's protest within 24 hours of the game taking place.*
 - b) *The Executive Board will gather all available information regarding the game (Coaches' statements, game footage, etc.) to determine if the protested Member Team was in violation of playing time requirements.*

3. A violation of playing time rules will result in:
 - a) *A verbal warning will be issued to the coach for their first violation per season.*
 - b) *A one-game suspension for the coach on their second offense.*
 - c) *Penalties for subsequent violations will be administered by the Executive Board on a case-by-case basis, which may include up to the removal of the coach.*

VIII. REGULAR SEASON GAMES

A. General

1. The number of Member Teams, number of League Games each team plays, times of League Games, length of season and other elements of PHA's Schedule shall be determined at the discretion of the Director of Coaching and the Director of Officials and will be approved by the PHA Board.
2. Whenever possible, each Member Team shall be scheduled to play the same number of Regular Season Games each Season.
3. Exception to this would be if an age division has an odd number of Member Teams.
4. Weather conditions may dictate additional brief breaks if the outside temperature requires such. This is at the discretion of the Board Member on Duty.
5. Regular season games utilize the substitution rules outlined in Section IV.

B. Regular Season Game Format

1. Mite division:

- a) *One Twenty-minute period running clock period*
- b) *Every 2 minutes a buzzer for line changes.*
- c) *No Timeouts for each game.*
- d) *Game played on half rink with small nets.*
- e) *Player stats and scores not recorded.*

2. Squirt through Adult age division:

- a) *Three thirteen-minute running clock periods with a one-minute break between each period.*
- b) *The clock will operate as stop-time clock during all active penalties and will resume as a running clock once the penalty is clear.*
- c) *The clock will also operate as stop-time clock during the last 2 minutes of the game (third period only) only when the scoring margin is two (2) goals or less.*
- d) *Each team will be granted a one-minute time-out per game.*

C. Mercy Rules

- 1. If a team is winning by five or more goals, the Coach of the losing team may add one player to the rink to create 5-on-4 game play. This decision to add a fifth skater is solely at the discretion of the losing Coach. If the losing team closes the scoring margin to four goals, teams return to equal strength.
- 2. At any point during the third period, if a team is losing by eight goals, the game will stop automatically, and the leading team will be declared the winner. No coaches have the authority to continue playing an official game after this mercy rule is reached. However, if scheduled game time allows and coaches agree, teams may continue to play a scrimmage.

D. Shoot-out Squirt through Adult Division

- 1. Games that end in a tie will result in a (3) three-player shoot-out with the Visiting team shooting first.
- 2. Coaches or captains from each team will provide a written order of shooters for their respective teams prior to the commencement of the shoot-out

3. Both names and jersey numbers should be included in the submitted listing.
4. Youth Divisions only: Any substitute players participating under the sub-player guidelines in a regular season game in which a shoot-out is used are permitted to participate in the shoot-out ONLY AFTER each eligible Rostered player for the team that they are subbing for has had an opportunity to participate. This limitation does not apply to goalies.
5. Adult Division only: Sub players participating under the sub-player guidelines in which a shoot-out is used are not permitted to participate in the shoot-out at any time. This restriction does not apply to goalies.
6. If the game remains tied after (3) shooters from each team have been given the opportunity to shoot, the shoot-out will commence based on the shooting order provided by each team.
7. The teams will continue to alternate shooters in the order established pursuant to above until one team scores and the other does not.
8. In the event the shoot-out remains tied after all Skaters dressed for one (1) team have participated, the alternating shooter format described in one (1) above will continue; however, each team will have its Skaters shoot again based on the submitted order of shooters above until a winner is determined.
9. The winning team of shoot-out will be awarded (2) two points, while losing team of the shoot-out will be awarded (1) one point in the standings. Goals scored in a shoot-out will not be credited to the players' statistics.

E. Three-Goal Rule

1. Players from age divisions Mite through Midget will be allowed to score no more than three (3) goals in each Regular Season Game.
2. Subsequent goals by that player (or any assists associated with this goal) will not count on the scoreboard or in the player's' statistics.
3. Officials will disregard the goal and hold a faceoff at the end zone faceoff location of the offending team.

F. League Standings

1. League Standings for Squirt through Adult shall be determined by awarding two (2) points for a victory and one (1) point for a shoot-out loss.
2. The seeding process utilized by the on-line scoring system (i.e., Crossbar or other) shall be used to determine the placement for Playoff Tournament seeds.
3. If all tie-break options of the on-line scoring system are used and teams are still tied, a coin-flip shall decide such tie-break.

IX. LEAGUE PLAYOFF TOURNAMENT

A. General - All Playoff Games, including the Championship Game

1. Shall be conducted over as much as two weeks, with the Finals on either a Saturday or Sunday.
2. Shall be determined by either single or double elimination format; with the schedule to be presented by the Director of Coaching and agreed on by the PHA Board.
3. Substitute player skaters and goalies are explicitly prohibited from playing in youth playoff games. Member Teams are only allowed to play with Rostered Players listed at the conclusion of last Regular Season Game. Refer to section III for rules regarding player substitutions.
4. Five-Goal Rule:
 - a) *Players from age divisions Mite through Midget will be allowed to score no more than five (5) goals in each Playoff Tournament game.*
 - b) *Subsequent goals by that player (or any assists associated with this goal) will not count on the scoreboard or in the player's statistics.*
 - c) *Officials will disregard the goal and hold a faceoff at the end zone faceoff location of the offending team.*
5. Only rostered players and rostered goalies, if goalies are not shared, are eligible to participate. The substitution provisions outlined in Section IV do not apply to playoff games unless specifically approved by at least two voting members of the Executive Board due to extraordinary circumstances.
6. Weather conditions may dictate additional brief breaks if the outside temperature requires such. This is at the discretion of the Board Member on Duty.

B. Playoff Tournament Format

1. Mite through Adult Member Teams:
 - a) *Three thirteen-minute running clock periods with a one-minute break between each period.*

- b) The clock will operate as stop-time clock during all active penalties and will resume as a running clock once the penalty is clear.*
- c) The clock will also operate as stop-time clock during the last 2 minutes of the game (third period only) only when the scoring margin is two (2) goals or less.*
- d) Each team will be granted a one-minute time-out per game.*

C. Mercy Rules

1. If a team is winning by five or more goals, the Coach of the losing team may add one player to the rink to create 5-on-4 game play. This decision to add a fifth skater is solely at the discretion of the losing Coach. If the losing team closes the scoring margin to four goals, teams return to equal strength.
2. At any point during the third period, if a team is losing by eight goals, the game will stop automatically, and the leading team will be declared the winner. Neither an individual coach of either team whose game ends as a result of this mercy rule, nor the coaches combined, has/have the authority to continue playing after this mercy rule is reached and must leave the playing surface.

D. Overtime Format

1. For all divisions, playoff Games tied at the end of regulation time shall continue with one, five (5) minute overtime period with both teams skating 3-on-3 (plus a goaltender).
2. The first team to score will be declared the winner.
3. Teams do not switch ends and the overtime period.
4. Officials shall utilize a stop-time clock.
5. In the event there is a carry-over penalty from the third period into overtime that causes either team to be below the non-OT on-rink strength, (i.e. 4-on-4 plus goaltender), the overtime period shall begin with the on-rink strength as 4-on-3 (or whatever the carry-over penalty situation provides for as if this 3-on-3 rule was not in place) in favor of the non-penalized team.

a) *For example, if a team has two penalized players serving penalties creating a 4-on-2 situation that carries-over into overtime, such advantage shall continue into the overtime period. 3-on-3 shall begin at the first stoppage of play after the last carry-over penalty expires.*

6. Teams shall not skate with less than two skaters. If such a scenario unfolds, teams shall skate in non-OT format until such stoppage of play allows play to resume to OT format.

7. There will be a two (2) minute break between the end of the playoff game and the overtime period.

8. There will be no timeouts in the overtime period.

9. The five-goal rule (five goal limit on individual players) referenced above does not apply in the overtime period.

10. If the Playoff Game remains tied at the end of the overtime period, the Shoot-Out Format below will be used to determine the winner.

E. Shoot-Out Format

1. Coaches or captains from each team will provide a written order of shooters for their respective teams prior to the commencement of the shoot-out

2. Both names and jersey numbers should be included in the submitted listing.

3. The first three (3) Skaters in the order will shoot on the opposing goalie in penalty shot fashion, with the Visiting team shooting first.

4. If the game remains tied after three (3) shooters from each team have been given an opportunity to shoot, teams will continue to alternate shooters in the order established pursuant to above until one shooter scores and the other does not.

X. SPECIAL AWARDS

A. President's Award

1. Each season, the PHA President presents an award to a Player in the PeeWee through Midget age divisions who most symbolizes good sportsmanship, fair play, and the "recreational" spirit of PHA.
2. This is not an MVP award since every Player is equally valuable to a team.
3. Head Coaches in these age divisions are required to nominate one (1) Player from their Member Team.
 - a) *These nominations must be given to PHA's President on or before the last Regular Season Game.*
 - b) *Note: All Mite and Squirt Players receive participation medals or 1st or 2nd place trophies.*

B. Goalie Award

1. Each season, goalie awards are given in the PeeWee through Midget age divisions to the goalie with the highest save percentage.
2. A goalie must play at least sixty percent (60%) of the Regular Season Games to be eligible.

C. Gretzky Award

1. Each season, the Gretzky Award is given in PeeWee through Midget age divisions to the Player with the most assists during the Regular Season Games.

D. Presentation

1. The President's, Goalie, and Gretzky awards are presented before the Championship Games in each of the respective divisions.

E. Select / Travel / High School / Middle School Recognition

1. Select / Travel teams may request to hang a banner for winning 1st place in the highest level of a state/national competition as long as it has been submitted and approved by the PHA Board via PDF prior to production of the banner.
 - a) *Said team is responsible for all costs associated with purchasing and hanging the banner.*

2. High School / Middle School teams may request to hang a banner for winning 1st place in a state championship as long as it has been submitted and approved by the PHA Board via PDF prior to production of the banner.

a) Said team is responsible for all costs associated with purchasing and hanging the banner.

XI. ALL-STAR GAME

A. General

1. All-Star Games are held at a scheduled time for all youth divisions.
2. At the discretion of the appropriate AGC and PHA Board, an Iron-Man format may be used in place of a traditional All-Star Game format.
3. Such Iron-Man format shall be administered by the appropriate AGC and teams formed with the intent of being as fair as possible.

B. Player Eligibility

1. For the Mite and Squirt Divisions:
 - a) After week ten (10) games,*
 - (1) If division has 6 teams, Coaches will nominate three (3) skaters plus one (1) alternate each.
 - (2) If division has 4 teams, Coaches will nominate four (4) skaters plus one (1) alternate each.
 - (3) They should not tell the Players of their selections at this time.
 - b) Coaches (and their respective assistants) of the 1st and 2nd place teams at the time will be the Coaches for the All-Star game.*
 - c) After week ten (10) the designated Coaches will get together and choose nine (9) skaters each.*
 - (1) The AGC will assist in the process.
 - (2) At the time of selections, Coaches should call the Players chosen to assure availability. If Players are not available, the Coaches shall call the alternates from the same team.
 - d) Teams will be posted by Saturday of the tournament.*

C. For the PeeWee division and up with six (6) teams:

1. After week ten (10) games, Coaches in:
 - a) *1st, 2nd, 3rd, 4th place will nominate three (3) skaters plus one (1) alternate each.*
 - b) *5th and 6th place will nominate two (2) skaters plus one (1) alternate each.*
 - c) *They should not tell the Players of their selections at this time.*
2. Coaches (and their respective assistants) of the 1st and 2nd place teams at the time will be the Coaches for the All-Star game.
3. A week prior to the All-Star game the designated Coaches will get together and choose eight (8) skaters each.
 - a) *The AGC will assist in the process.*
 - b) *At the time of selections, Coaches should call the Players chosen to assure availability. If Players are not available, the Coaches shall call the alternates from the same team.*
 - c) *Skaters and goalies must play at least equivalent to five (5) games to qualify.*
 - d) *Top four (4) goalies will be chosen by save percentage after week nine (9).*
 - e) *Teams will be posted by Saturday of the tournament.*

D. For the PeeWee division and up with eight (8) teams:

1. After week ten (10) games, all Coaches will nominate two (2) skaters plus one (1) alternate from their teams.
 - a) *They should not tell the Players of their selections at this time.*
2. Coaches (and their respective assistants) of the 1st and 2nd place teams at the time will be the Coaches for the All-Star game.
3. A week prior to the game the designated Coaches will get together and choose eight (8) skaters each.
 - a) *The AGC will assist in the process.*
 - b) *At the time of selections, Coaches should call the Players chosen to assure availability. If Players are not available, the Coaches shall call the alternate from the same team.*
 - c) *Skaters and goalies must play at least equivalent to five (5) games to qualify.*
 - d) *Top two (2) goalies will be chosen by save percentage at the time.*
 - e) *Teams will be posted a week prior to the games.*

E. Adult divisions with six (6) teams:

1. After week ten (10) Captains in
 - a) *1st, 2nd, 3rd, 4th place will nominate three (3) skaters plus one (1) alternate each.*
 - b) *5th and 6th place will nominate two (2) skaters plus one (1) alternate each.*
 - c) *Top two goalies will be chosen by save percentage at the time of the game.*
 - d) *Skaters and goalies must play at least equivalent to five (5) games to qualify.*
2. A week prior to the game the Captains will get together and choose eight (8) skaters each.
 - a) *The AGC will assist in the process.*
 - b) *Each team must be represented.*

F. Adult divisions with four (4) teams:

1. After week ten (10) Captains in
 - a) *1st, 2nd, 3rd, 4th place will nominate four (4) skaters plus one (1) alternate each.*
 - b) *Top two (2) goalies will be chosen by save percentage at the time.*
 - c) *Skaters and goalies must play at least equivalent to five (5) games to qualify.*
2. A week prior to the game, the Captains will get together and choose eight (8) skaters each.
 - a) *The AGC will assist in the process.*
 - b) *Each team must be represented.*

G. All-Star Game Format

1. All age divisions – three (3) periods @ ten (10) min with two (2) min breaks
2. Stop-time clock, or an alternate timing format decided by the PHA Board and applicable AGC.
3. If the All-Star Game remains tied at the end of regulation, a shoot-out will be utilized to determine the winner with all skaters from each team participating, following the procedures for a regular season game.

- a) Exception: If the game remains tied after all skaters have shot, the game will end as a tie.*

XII. PENALTIES/MISCONDUCTS

A. Official Rules of Inline Hockey

1. USA Roller Sports (USARS) Hockey Official Playing Rules in conjunction with PHA playing Rules and Regulations as set forth herein shall be used in all League Games.
2. Any League Official has the responsibility and authority to enforce the rules as reflected herein.

B. The following shall constitute misconduct of open stick times and League Games:

1. Mite through Midget age divisions:
 - a) Only Rostered Players of a member team are allowed to participate at practices or League Games.*
 - b) No siblings are allowed on the playing surface or the bench unless registered and approved by the PHA Board.*
 - c) Upon the first offense, the attending Coach(es) will receive a written warning from the Director of Coaching.*
 - d) Upon further offenses, the attending Coach(es) will receive either a practice or game suspension at the discretion of the PHA Board.*
 - e) This suspension will be written and received from the Director of Coaching or Director of Officials and sent to the PHA Board.*
2. Adult League:
 - a) Only Rostered Adult League and AAU certified Players are allowed to participate at Adult League open stick times.*
 - b) Only Rostered Adult League Players are allowed in League Games.*
 - c) No youth Players or non-AAU certified adult Players are allowed under any circumstances.*
 - d) Youth Players with a first offense will receive a one (1) game suspension. Further offenses will result in an immediate suspension until a formal decision can be made by the Grievance and Discipline Committee.*

- e) *Youth Player will be notified in writing by Director of Coaching or Director of Officials and sent to the Grievance and Discipline Committee.*
- f) *Adult Leagues will receive a written warning for the first offense from the Director of Coaching or Director of Officials and an open stick suspension for further offenses.*
- g) *Adult League AGCs will be notified in writing by Director of Coaching or Director of Officials and sent to the Grievance and Discipline Committee.*

C. Practice Misconduct

1. Any Player or Coach demonstrating unsportsmanlike conduct during any practices or scrimmages is subject to PHA Rules and Procedures as set forth herein for all League Games.
2. All violations will be reviewed by the PHA Board for further penalties.
3. Written notification will be provided by the Director of Coaching or Director of Officials and sent to the Grievance and Discipline Committee.

D. Game Misconduct

1. Any Player or Coach receiving a “Game Misconduct” penalty shall be suspended for the balance of the League Game in progress, plus an additional League Game or Games suspension for the next scheduled League Game or Games (as deemed necessary, the Board reserves the right to vote on case-by-case basis.)
2. The name of any Player or Coach receiving a Game Misconduct penalty will be sent to the Grievance and Discipline Committee.

E. Foul Language – Player and Coach Violations

1. Any Player that uses foul language, even if not directed at anyone in particular, will receive a two (2) minute minor penalty.
2. For a second offense in the same game, a ten (10) minute misconduct will be assessed.
3. For a third offense in the same game, a Game Ejection will be assessed.
4. Any Coach that uses foul language will be assessed a bench minor penalty. For a second offense, a Game Ejection will be assessed.

5. A strict zero-tolerance approach of coach's conduct towards officials will be followed.

- a) All coaches will NOT ridicule or demean a game or league official and NOT tolerate behavior that endangers the health or well-being of an official.*
- b) In addition, all coaches shall comply with the decisions of league officials and observe all rules, policies, and procedures as established and/or endorsed by the PHA.*
- c) Any violation of this policy shall be penalized under Abuse of Officials in the USARS Rulebook following the appropriate progression of penalties up to and including game misconduct and/or supplementary discipline.*
- d) Such penalties may be imposed by any game official or any league official including the applicable AGC or PHA Board Members.*

F. Throwing Equipment (supplement to USARS Rule 50)

- 1. Any player who throws equipment into the air within the rink will be assessed an automatic 10-minute misconduct penalty.
- 2. Exception: If a goal or penalty shot is awarded as the result of a player or goalie throwing their equipment at the puck, a misconduct penalty will not be assessed.

G. Attempt to Injure

- 1. Any Player or Coach who receives an attempt to injure penalty shall be assessed an automatic one (1) League Game suspension plus further review by the PHA Board.
- 2. A second offense will result in an automatic three (3) League Game suspension plus further review by the PHA Board.
- 3. A third offense will result in automatic dismissal from the League for the remainder of the season.
- 4. The name of any Player or Coach receiving a three (3) League Game suspension will be sent to the Grievance and Discipline Committee.

H. Fisticuffs

1. Any Player who receives a major penalty for Fisticuffs (Fighting) shall be assessed an automatic one (1) League Game suspension plus further review by the PHA Board.
2. A second offense will result in an automatic three (3) League Game suspension plus further review by the PHA Board.
3. A third offense will result in automatic dismissal from the League for the remainder of the season.
4. The name of any Player or Coach receiving a three (3) League Game suspension will be sent to the Grievance and Discipline Committee.

I. Notification

1. All game misconducts and suspensions (other than Match Penalties) less than five (5) League Games are automatic, not subject to appeal, according to USA Roller Sports (USARS) and PHA Rules.
2. A written notification is not required by the PHA Board.
3. The Head Coach will be notified by the Director of Officials or AGC regarding the details of the suspension.
4. If a Player or Coach who receives a game misconduct (which carries a minimum one (1) additional League Game suspension) attempts to participate in the next scheduled League Game, both the Player and Coach will be subject to additional disciplinary action.

J. Serving Suspension

1. A Player suspended pursuant to this section (not including those Players suspended for a specified number of days), shall be listed on the official score sheet as a Suspended Player for any League Game for which such Player is suspended.
2. A suspended Player is required to check in with the AGC and Score Keeper during the warm-ups of the suspended League Game(s).
3. The Player will be released at the end of the suspended League Game(s) by the AGC.

4. Exceptions may be allowed as agreed upon by the Director of Officials and Director of Coaching.

K. Team Officials Violations:

1. No more than three (3) individuals, other than Players, shall be in the Member Team Player's Bench area during League Games.
2. At least one individual age twenty-one (21) years or older shall be in each Member Team's Player's Bench area at all times during League Games.
3. Parents, friends, relatives or other individuals who are not a Player or Team Official shall not enter the Player's Bench area, Penalty Box area, Score Keepers' area or attempt to enter any of these areas or the rink surface during a practice or League Game.
4. Any team official observing said behavior during League Game must inform the Head Coach of the violation. Play will continue after the unauthorized person is removed.

L. Enforcement - Inappropriate Behavior

1. In the event a Coach, parent, or spectator must be removed from League Game activities due to inappropriate behavior, the Officials shall:
 - a) *Stop play.*
 - b) *Send Players to the bench.*
 - c) *Contact the AGC or on-site PHA Board Member and request the removal of that individual.*
 - d) *Play will continue after the altercation has been resolved.*

M. Enforcement – Team Violations

1. Any team using an ineligible Player (one who does not satisfy the requirements set forth herein) shall forfeit any League Game(s) in which such Player participates.
2. The official score of such a League Game shall be 0-0 and all individual statistics for Rostered Players shall be recorded as if there had not been a forfeit.

3. Both Player and Coach shall serve a two (2) League Game suspension, at the discretion of the PHA Board, in addition to any previous suspension not yet completed.

N. Carryover – Suspensions

1. Any suspension not fully served by the conclusion of a season shall be carried forward to the next PHA-sanctioned season in which the player or coach participates.

O. Discipline Escalation Considerations

1. For purposes of determining the appropriate escalation of disciplinary actions, the type of offense, nature of offense, and level of disciplinary action already taken against the individual in the current and the prior season shall be considered.

XIII. COACHES CODE OF CONDUCT AND RESPONSIBILITIES

A. PHA is very appreciative of the time, effort and dedication its Coaches contribute to the program. All Coaches are representatives of PHA. To ensure that all Coaches accept their position and responsibilities in the same manner, the following code of conduct and responsibilities have been developed.

B. Code of Conduct

1. All Coaches shall:

- a) *Refrain from engaging in any activities or conduct, which are, or may be viewed as being, detrimental to any Player, Coach, Team Official or PHA.*
- b) *Conduct themselves in a positive and sportsmanlike manner at all times.*
- c) *Strive to provide a safe and positive environment at all times.*
- d) *Promote fair play and sportsmanship among all Players, Coaches, Team Officials, and parents.*

2. The following behavior by Coaches shall not be tolerated:

- a) *Any type of physical, verbal or sexual abuse of other Coaches, Players, Team Officials, parents or spectators.*
- b) *Use of profanity towards other Coaches, Players, Team Officials, parents or spectators.*

C. Responsibilities

1. Give each Player equal playing time as outlined in the equal playing time section.
2. Both encourage and allow Players to play various positions so that they may fully develop their skills.
3. Mite division: Encourage the Players to rotate the goalie position
4. Make efforts to continually develop their Coaching skills and to learn new drills and Coaching methods and are expected to comply with minimum training requirements as set forth by the PHA Board.
5. Conduct organized practice sessions for their team during the season. If joint practice sessions are held for their divisions, they should coordinate with the AGC and other coaches to make all reasonable efforts that at least two coaches are present.
6. Ensure that their Players wear any and all equipment required by USA Roller Sports (USARS) and PHA for all practices and League Games.
7. Stay abreast of all rules, policies, and procedures implemented by PHA.
8. Maintain an open line of communication with team parents and officials to ensure that they are kept informed of any and all rules, policies, and procedures so implemented that may affect them.

D. Failure to adhere to the standards set forth may result in removal at the Executive Board's discretion.

XIV. OFFICIALS CODE OF CONDUCT AND RESPONSIBILITIES

A. Code of Conduct

1. All Officials shall:
 - a) *Refrain from engaging in any activities or conduct, which are, or may be viewed as being, detrimental to any Player, Coach, Team Official or PHA.*
 - b) *Conduct themselves in a positive and sportsmanlike manner at all times.*
 - c) *Strive to provide a safe and positive environment at all times and promote fair play and sportsmanship among all Coaches, Players, Team Officials, parents, or spectators.*
2. The following behavior by Officials shall not be tolerated:
 - a) *Any type of physical, verbal or sexual abuse of a Player.*
 - b) *Verbal or physical confrontations with other Coaches, Players, Team Officials, parents, or spectators.*
 - c) *Use of profanity.*

B. Responsibilities:

1. Maintain proper certification as required by AAU Hockey.
2. Attending all League Games which they are scheduled to officiate or supervise.
3. Officials shall stay abreast of all rules, policies, and procedures implemented by PHA.

C. Failure to adhere to the standards set forth may result in removal at the Executive Board's discretion.

XV. PARENTS AND SPECTATORS CODE OF CONDUCT

A. All parents and spectators are expected to conduct themselves in a proper, respectful and sportsmanlike manner while attending League Games. Any parent or spectator engaging in inappropriate behavior may be asked to leave the arena. If they do not, the League Game will be forfeited, and the proper law enforcement agency will be summoned. In the case of consistent or particularly egregious behavior, the PHA Board may ban a parent or spectator from all League activities.

B. As acknowledged during player registration at the beginning of the season, parents and spectators are expected to:

1. Support your child's desire to play. They want to have fun, so do your best to make it so.
2. Encourage your child to play by the rules. Set a good example for them.
3. Many PHA officials are youth participants learning officiating skills. Parents and spectators shall not confront, intimidate, ridicule, harass, or verbally abuse any official before, during, or after a game.
4. Emphasize skill development and practices to your child. Deemphasize game outcomes and competition, especially for younger players.
5. Seek to understand the rules of the game. Criticizing the officials only hurts the game.
6. Recognize the importance of volunteer coaches. They are important to the development of your child. Communicate with them and support them.
7. Escalate concerns about your player to your coach first, followed by your Age Group Coordinator. Matters escalated directly to the Board will likely be reverted to them before the Board intervenes.

C. Volunteers acting on behalf of PTC Hockey during games (e.g., bench helpers, Score Keepers) must refrain from coaching, confronting officials, or engaging with opposing teams or parents during play.

D. Electronic conduct may be reviewed and disciplined in the same manner as in-person conduct when it impacts PHA operations or participants. Parents and spectators shall not use social media, electronic messaging, email, or other communication platforms to harass, ridicule, attack, or publicly shame players, coaches, officials, volunteers, or other participants.

E. So as to not suppress an individual's ability to express their opinions and feedback regarding PHA operations or the performance of the PHA Board, criticism or critique, which is not threatening or abusive in nature, is protected speech and is welcome.

F. If you enjoy the game, learn all you can – and volunteer!

XVI. PLAYERS CODE OF CONDUCT

- A. PHA is committed to providing a fun, safe, and positive environment for all players. As representatives of the league, players are expected to uphold the values of sportsmanship, respect, and teamwork at all times.
- B. As acknowledged during player registration at the beginning of the season, players must:
1. Respect yourself, teammates, coaches, officials, parents, and opponents.
 2. Be on time and leave nothing in locker rooms, around the rink, or on the bench when leaving the rink.
 3. Take care of your equipment. Acting inappropriately with equipment (e.g., throwing or breaking sticks intentionally) is unacceptable.
 4. Do not use inappropriate language at practices or during games.
 5. Refrain from posting or sending inappropriate, derogatory, explicit, or negative comments, photos, texts, etc. to any electronic entity or platform (i.e., social media). This includes hockey-related or personal content, as such behaviors reflect poorly on PTC Hockey and its community.
- C. You represent PTC Hockey wherever we go. Unsportsmanlike behavior by players will not be tolerated. The league has the ability and obligation to remove disruptive players from the league and the facilities it uses, including events our teams participate in (e.g., MARHL and “travel”).
- D. Photos and videos may be taken during events and used for promotional purposes.
- E. Conduct violations are reviewed by the PTC Hockey Board and all decisions will be communicated in writing. Disciplinary actions range from a warning to permanent dismissal from the league, depending on the severity of the behavior.

XVII. BACKGROUND CHECKS

A. PHA and Peachtree City Recreation Department require all volunteer personnel who have routine access to children (under the age of majority) to have a background check form submitted through the AAU, including the Board of Directors, prior to the start of the Season.

B. Screening and Policy Procedures

1. PHA requires all Coaches, Team Officials and PHA Board Members to submit an online background check through AAU registration prior to the first evaluation or practice for the upcoming season.
2. The PHA Board has selected AAU online registration process to conduct background checks.
3. PHA's Vice President will be the Single Point of Contact for PHA to AAU, and the PHA Board will review screenings in question without knowing the name of the person screened.
4. A crucial element of this procedure is confidentiality. All materials involved with coach screening must be kept confidential by law. See section B below for additional information regarding PHA's privacy policy.
5. A person may be disqualified and prohibited from serving as an employee or volunteer, if the person has:
 - a) *Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, or physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.*
 - b) *Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.*
 - c) *Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.*
 - d) *Had their parental rights terminated.*
 - e) *A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.*

- f) Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.*
- g) Has a history of other behavior that indicates there may be a danger to children in AAU Hockey.*

6. Should an applicant “fail” or have information that falls into a “gray area”, PHA’s Vice President will provide ONLY the name of the individual to the Director of Coaching who will advise the individual that they are not allowed to coach until the matter is resolved. The Director of Coaching will refer the individual to the Vice President to get further contact information for Southeastern Security Consultants, Inc.

7. Any individual identified and disqualified from PHA participation by the PHA Board may appeal such action to AAU’s Abuse/Screening Appeals Committee who is charged with reviewing any and all appeals made by properly screened individuals. The Committee’s decision on any such appeals shall be the final determination of the matter.

C. PHA requires that all background checks be renewed yearly. Additional Coaches added during the season or must submit a background check form prior to participating.

XVIII. Privacy Policy

- A. To protect the privacy of all involved and to comply with the laws of the United States of America, the following steps must be taken.
- B. All screening information and files must be concealed in a locked file cabinet or equivalent location.
- C. No persons other than the contact and the league Screening Committee are allowed to view the screening materials.
- D. Similarly, no persons other than those on the sanctioning organization’s Abuse/Screening Appeals Committee are allowed to view the appeals materials.

- E. All confidential information will be kept on file at AAU. Other than PHA's Vice President, the PHA Board will not see any of this information.
- F. All "hard copy" information will be kept on file at AAU securely stored for a period of time they designate. After this time frame has expired, these documents are destroyed.
- G. Original consent/release forms given to PHA will be shredded after applicant has cleared the background check.
- H. Photos and videos may be taken during events and used for promotional purposes.

XIX. DUTIES OF EXECUTIVE BOARD AND OTHER POSITIONS

A. The PHA President shall:

1. Be an officer of PHA.
2. Be responsible for the overall operation of PHA, shall preside over all Executive Board and committee meetings, and shall serve on committees or send a designate.
3. Shall be the liaison with Peachtree City Recreation Department except with regards to the Yearly Master Rink Schedule.
4. Appoint special committees as necessary to enhance operation of PHA.
5. Represent or appoint a delegate to represent PHA at all meetings of PHA affiliates or organizations with which PHA has affairs.
6. Vote at all Executive Board and committee meetings if needed to break ties.
7. Ensure line-item budgeted expenses over \$300 that exceed the budgeted amount by 5% or any non-budgeted expenses that exceed \$300 are approved by the Executive Board.
8. Oversee the Recreation and Select committee nomination process.
9. Assist with all fund-raising programs.
10. Nominate candidates for vacant Executive Board positions. The Executive Board will vote on such candidate(s) approval. The candidates may run for election at the next Bi-Annual General Meeting in May as a position becomes available.
11. Submit yearly PHA rink schedule to Peachtree City Recreational Department in August for an entire fiscal year.
12. Attend the Fall meeting scheduled by Peachtree City Recreational Department with regards to the Winter Master Rink Schedule.

B. The PHA Vice President shall:

1. Be an officer of PHA.
2. Succeed to the duties of the President in his/her absence or at the President's discretion.
3. Coordinate the site maintenance requirements for the association.
4. In coordination with the Peachtree City Parks and Recreation Department, postpone, cancel, or cause to be rescheduled any game, practice, clinic or tryout due to site conditions. Considerations include long-term damage to site.
5. Oversee the registration process and assist the Registrar.
6. Vote at all Executive Board and committee meetings.
7. Oversee the administration of PHA governing documents, policies, and procedures. Submit annual sanctioning documents to AAU Hockey.
8. Assist the Director of Coaching with the coordination and implementation of the recreational practice/game schedules and Coaches meeting.
9. Prepare and distribute minutes to Committee members no later than two (2) weeks after each meeting for review by mail, email or phone. If a secretary is in place, shall see that person distributes minutes accordingly.

C. The Business Manager shall:

1. Be an officer of PHA.
2. Be a voting member of the Executive Board.
3. Be bonded.(The President shall arrange and issue payment for any bonding fees within 90 days of the Business Manager taking office).
4. Maintain Executive Board financial records and issue a report for all scheduled Executive Board meetings.
5. Maintain all Executive Board checking, credit card and savings accounts, and maintain current signature cards for disbursement of Board funds. Authorization for payments/expenditures must include one of the following signatures:

- a) *President*
- b) *Vice President*
- c) *Business Manager*
- d) *Trustee*

6. Preparation and management of the budgets including a standard format for income and expense management for use by Executive Board, Recreation and Select Committee members and to be presented at the Bi-Annual General Meetings.
7. Maintain Recreation and Select financial records and provide a budget status report at all scheduled Recreation and Select Committee meetings.
8. Review order for team jerseys from the Registrar.
9. Oversee the management of concessions.
10. File or assist in filing any necessary government reports (non-profit) or forms.
11. Oversee the investment of PHA funds.

D. The Director of Officials shall:

1. Be an officer of PHA.
2. Be responsible for recruiting officials in adequate numbers as to meet the requirements of the PHA.
3. Educate officials in the Rules of the Game as outlined by AAU Hockey.
4. Be responsible for maintaining the records of disbursements of official game fees in coordination with the Business Manager.
5. Issue Officials schedules for all recreation PHA league games.
6. Vote at all Executive Board and committee meetings.
7. Assist in the creation of league schedules.

E. The Trustee (Past President) shall:

1. Be an officer of PHA.

2. Assist the PHA President by providing continuity and execute any other tasks as required provided that the Past President left office by election or term.
3. Vote at all Executive Board and committee meetings.

F. Director of Coaching shall:

1. Be an officer of PHA.
2. Be a voting member of the Executive Board.
3. Be the first point of contact for Coaches and AGCs and shall maintain a list of AGC's and their term limits.
4. Is responsible for recreational Coach and Trainer development as directed and specified by the Executive Board.
5. Manage recreation camps, seminars, and skills sessions for Coaches.
6. Create and manage PHA recreation practice/game/tournament schedules.(Will create recreation Officials' schedules in the absence of the Director of Officials if there is no Assistant Director of Officials).
7. Be responsible for coordinating coach licensing as required and maintain records of such.
8. Distribution of the recreation coaching, player, and parent training material handbooks.
9. Maintain a reference library for use by the Recreation, Select and Middle/High School Coaches.
10. Arrange recreation Coaches meeting prior to each season.
11. Work with the Registrar and the Player and Development Coordinator to provide the Recreation team compositions and co-coordinate any such team draft.
12. Be responsible for the procurement and distribution of all PHA equipment.(Business Manager to approve and provide funding in accordance with PHA budget).

G. The Recreation and Select Committee may include:

1. Registrar (1)
2. Player Development Coordinator (1)
3. Publicity and Sponsorship Coordinators (2)
4. AGC (1 per) for each youth age division (Mite, Squirt, PeeWee, Bantam, & Midget), AGCs for the Adult League(s) (up to 3), and AGC for the Select/Middle/High School (1)
5. Website Coordinator (1)
6. Communication Manager (1)
7. Adult League Coordinator (1)

H. The Registrar shall:

1. Not be officer of PHA nor shall he/she have a vote as part of the Executive Board.
2. Be responsible for supervising and directing Player/Coaches registered properly with the PHA & AAU Hockey. Ensure each coach (18 years or older) submits a background check form with registration. Co-coordinate team drafts with the Director of Coaching and Player Development Coordinator.
3. Provide league with rosters of Recreation, Select and Middle/High School teams.
4. Liaison with AAU Hockey as required.
5. Maintain all records and documents for PHA (other than financial and governing documents).
6. Make non-confidential organizational records available consistent with applicable law and Board policy.
7. Provide lists of all registered PHA Players/ Coaches to the Executive Board within one (1) week after open registration.
8. Provide weekly lists of late sign-ups and waiting list Players to Executive Board and AGCs.

9. Notify Publicity Coordinator of registration dates.
10. Be responsible for creating jersey order and distribution of all uniforms. Registrar will communicate jersey order to Business Manager who will authorize and arrange for payment.
11. Maintain and administer the inventory of any PHA uniform property.
12. Be nominated by the Executive Board.

I. Player Development Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Shall be selected by the Director of Coaching and approved by the Executive Board.
3. Be responsible for the scheduling of all Player clinics/camps; however, it is not a requirement for him/her to conduct those clinics/camps him/herself provided they are carried out by someone approved by the Executive Board.
4. Maintain a reference library for Player improvement.
5. Conduct Player evaluations and report the findings to the AGCs and the Director of Coaching.
6. Make recommendations to the Executive Board as to the suitability of Player move-ups.
7. Co-coordinate and oversee team drafts of Players along with the Director of Coaching and Registrar.
8. Ensure Players are receiving fair and equal playing time during the regular season and report findings to the relevant AGC and the Director of Coaching.
9. Be responsible for the procurement and distribution of all PHA Player equipment. Business manager to approve all funding in accordance with PHA budget.

J. Publicity Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Shall be nominated by the Executive Board.
3. Notify the media of recreational registration dates. This will include local Peachtree City cable channel and local papers.
4. Create and provide for distribution of pre-season and end-of-season tournament newsletters.
5. Organize activities for opening day and end-of-season tournament with guidance from the President and Executive Board.

K. Sponsorship Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Attain and maintain sponsorships with guidance from the Business Manager and Executive Board.
3. Be nominated by the Executive Board.
4. Be responsible for development and coordination of fundraising programs for the Recreation, Select and Middle/High School Program teams consistent with the PHA marketing program and consistent with IRS code as applied to non-profit organizations.(The President shall assist with all fundraising programs).

L. The AGCs shall:

1. Not be officers of PHA, nor shall they have a vote as part of the Executive Board.
2. Recruit, select, and appoint recreational Coaches with guidance from the Director Coaching for the Mite through Adult Leagues.
3. Assist Registrar at registration.
4. Be responsible for communication between the Recreation age groups and league Coaches and resolve minor problems the Coaches may have.

5. Report to Director of Coaching.
6. Provide Coaches a suggested list of topics to discuss with parents prior to the season concerning rules, conduct, etc.
7. Attend Coaches meetings.
8. Assist in set-up and take-down at the Kedron Multi-Purpose rink.
9. Shall be nominated by the Executive Board.
10. The AGCs shall provide the Registrar with the team compositions.
11. The Select AGC will implement the tryout process for the Select and Middle/high School teams.
12. Shall be present at all his/her age divisions' Regular Season Games and Playoff Tournament or find a suitable Team Official replacement. Must update Director of Coaching with arrangements.

M. The Website Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Will implement and maintain the PHA web page under the guidance of the President.
3. Shall be nominated by the Executive Board.

N. The Communication Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Consolidates the roles of the Publicity Coordinator & Website Coordinator.
3. Manage PHA social media accounts, including Facebook, Instagram, YouTube, and private social media groups.
4. Publish league announcements, registration information, event promotions, and other Board-approved communications.

5. Respond to member inquiries or direct questions to the appropriate Board member.
6. Promote league programs, events, sponsors, and community initiatives.
7. Ensure communications are accurate, timely, and consistent across all platforms.
8. Assist with website updates as needed.
9. Shall be nominated by the Executive Board.

O. The Adult League Coordinator shall:

1. Not be an officer of PHA, nor shall he/she have a vote as part of the Executive Board.
2. Act as a representative of the Adult League members.
3. Shall be the Adult League Coordinator or nominated by the Adult League.

P. The Board Member on Duty (BMOD) shall:

1. Be a member of the PHA Board, Recreation and Select Committee, or designate.
2. Be responsible for safety, operations, and conduct. The BMOD is not an officiating authority. The BMOD may consult with officials regarding the correct application of written league rules, roster eligibility requirements, or game administration procedures, however, they shall not influence, reverse, or overturn gameplay judgments made by officials except where immediate safety risks exist.
3. The BMOD may stop play and stop the game clock for any situation involving player, official, spectator, or facility safety.
4. The BMOD may stop the game clock if there is an ongoing delay due to officials conferring.
5. The BMOD may suspend or delay play when facility, equipment, or administrative issues impair the safe or fair conduct of a game.

6. The BMOD should assist the youth officials by addressing and/or removing any individuals (players, coaches, or spectators) engaging in threatening, abusive, or disruptive behavior.
7. The BMOD is responsible for supporting and protecting officials from harassment, intimidation, abuse, or unsafe situations.

XX. Revisions & Amendments

- A. The PHA Board reserves the right to amend any Rules or Procedures set forth in this document as appropriate at any scheduled meeting and by email.
- B. The Executive Board may formally adopt any amendments to these SOPs through a documented vote. Amendments shall be recorded in the meeting minutes and incorporated into the next published version of the SOP.
- C. This document should be reviewed annually.