

POND HOCKEY TOURNAMENT CHECKLIST

Refer to the left column for items that MUST be addressed in the rules. This sample outline also includes a few of the more commonly included optional items. Use, modify, supplement, or delete those as needed. Be sure to remove outdated information and check accuracy of your dates.

	1 REQUIREMENTS TO PARTICIPATE
REQUIRED	a. Dates, age groups and divisions that you are hosting. This needs to match the online information you submitted. If splitting tournament among multiple dates indicate which divisions are participating during which dates.
REQUIRED	b. USAH 1-T roster or proof of USAH registration will be checked a minimum of 2 weeks prior to start of tournament. Do NOT wait until game day to find out if players/teams are registered with USAH. Teams can send you their USAH roster link so that you can see updates as they are approved. If participants are allowed to sign up as individuals they can be allowed to show proof of their USAH registration in lieu of a team roster. Coaches would need to either provide proof of USAH registration and all required credentials or provide a current roster at the appropriate age level that they are listed on. 2008 and older players would also need to provide proof of completed Safe Sport training.
	2 TOURNAMENT COST
REQUIRED	a. Cost per age group/division.
optional	b. Entry fee due date and specifics as needed.
REQUIRED	c. Reimbursement policy if not accepted into tournament.
	3 GAMES
REQUIRED	a. USAH rules will apply. List any exceptions not addressed below.
REQUIRED	b. How will games be officiated?
REQUIRED	c. What equipment are players required to wear?
optional	d. Minimum number of guaranteed games per group.
REQUIRED	e. Format for each age group/division. Include # players ie, 4 v 4, no goalies, no check, game/period length, penalty procedure, coaches allowed or not.
REQUIRED	f. Tie breakers.
REQUIRED	g. OT rules.
only REQUIRED IF applicable	h. If you will utilize any penalty rules that are more stringent than USAH rules list them. CAHA no longer has any penalties that have more stringent consequences.
REQUIRED	i. Game data will be not be posted on ESS. You can specify where you will be posting scores and standings.
	4 TEAM RESPONSIBILITIES

REQUIRED

- a. **Clock and score.** Who will provide these volunteers - tournament hosts or teams?

REQUIRED

- b. **Pucks. Who provides?**

REQUIRED

- c. **Check in time frames** (report to rink, ready to take ice).

optional

- d. **Locker rooms.** Where will players dress?

optional

- e. **Uniform color requirements.**

5 **FORFEITS/REFUSAL TO PLAY**

REQUIRED per CAHA policies, section 20.6.

- a. **Any Team which enters a tournament and fails to appear on time for a scheduled Game or fails to provide a valid 1-T roster to the Tournament Director prior to the first Game of the tournament will be subject to:**
 - 1) Forfeit all tournament Games as determined by the Tournament Director.
 - 2) Pay for all expenses, including but not limited to Referee fees and ice costs for each forfeited Game.
 - 3) Denied entry in any Colorado tournaments for the remainder of the season and in the case of a CAHA team, any approved travel permits will be rescinded.

optional

6 **PROTESTS/DISPUTES**

optional

7 **SPORTSMANSHIP/ZERO TOLERANCE**

optional

8 **AWARDS**

REQUIRED

9 **SAFE SPORT COMPLIANCE**

- a. Include the following statement: **The USAH Sanctioned Tournament Safe Sport Protocol will be adhered to.**

REQUIRED

10 **NECK GUARDS**

- a. Neck guards are mandatory for all youth, girls, and adaptive players per USAH rules. Hockey Canada players must wear throat protectors.

REMINDERS:

- 1 Do not list what you are not requiring, not collecting, or not checking!
- 2 The 1-T USAH roster provides proof of USAH registration, USAH waivers, and coaching credentials. There is no need to ask for additional proof of any of these items.
- 3 As teams are not to carry birth certificates, if you wish to ask for DOB verification you will need to notify teams well ahead of time, so that they can submit the required documents to their affiliate registrar for USAH verification. Once dob has been verified it will be noted on the 1-T roster.
- 4 If you would like to ask for some type of consent to treat, you will need to provide a form for participants to use. The consent to treat is no longer a USAH requirement and USAH does not want their form used during the regular season.