

*USA Hockey's*  
**ADULT ICE HOCKEY PROGRAM  
RESOURCE GUIDEBOOK**



## **TABLE OF CONTENTS**

- 3** This is USA Hockey
- 4** USA Hockey Partnerships
- 6** Online Membership Registration
- 7** League Administration
- 9** Playing Opportunities
- 11** Player Rating Systems
- 13** Tournament Operations
- 17** Insurance Benefits
- 20** Communication
- 20** Local Support
- 21** Program Contacts



# THIS IS USA HOCKEY

USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport.

USA Hockey's primary emphasis is on the support and development of grassroots hockey programs. In January 2009, the organization launched the American Development Model, which - for the first time ever - provides associations nationwide with a blueprint for optimal athlete development. Always a leader in safety, USA Hockey furthered the enhancement of those efforts by advancing the USA Hockey SafeSport Program in June 2012.

## QUICK LOOK

### Founded

1936-37

### Leadership

#### President:

Ron DeGregorio

#### Executive Director:

Dave Ogren

### National Headquarters

Colorado Springs, Colo.

### Membership Base

More than 1,000,000 players, coaches, officials, and fans of the game

### Website

[usahockey.com](http://usahockey.com)



While youth hockey is a main focus, USA Hockey also has vibrant junior and adult hockey programs that provide opportunities for players of all ability levels. The organization also supports a growing disabled hockey program.

Beyond serving those who play the game at the amateur level, USA Hockey has certification programs for coaches and officials to ensure education standards are met that coincide with the level of play. In September 2011, USA Hockey became the first youth sports organization in the U.S. to offer its coaches online, age-specific coaching education modules. Furthermore, a large focus is put on parent education with equipment needs, rules of the game and parental roles in youth sports among common topics.

Members of the organization are entitled to many benefits, including a subscription to *USA Hockey Magazine*, the most widely circulated hockey publication in the world; excess accident, general liability and catastrophic insurance coverage; access to [usahockey.com](http://usahockey.com); and opportunities to participate in USA Hockey National Championships, as well as player development camps.

As the National Governing Body for the sport of ice hockey in the United States, USA Hockey is the official representative to the United States Olympic Committee and the International Ice Hockey Federation. In this role, USA Hockey is responsible for organizing and training men's and

women's teams for international tournaments, including the IIHF World Championships and the Olympic and Paralympic Winter Games. Closer to home, USA Hockey works closely with the National Hockey League and the National Collegiate Athletic Association on matters of mutual interest.

USA Hockey is divided into 12 geographical districts throughout the United States. Each district has a registrar to register teams; a referee-in-chief to register officials and organize clinics; a coach-in-chief to administer education programs for coaches; a risk manager to oversee liability and safety programs; and a skill development program administrator to facilitate learn-to-play programs for youth players and their parents.



# USA HOCKEY PARTNERSHIPS

## American Collegiate Hockey Association (ACHA)

As the sanctioning body for the American Collegiate Hockey Association, USA Hockey assists the league with its endeavors to support the growth and development of non-varsity collegiate hockey. The ACHA, which oversees 5 divisions (Men's 1, 2, and 3 and Women's 1, and 2) and approximately 450 affiliated clubs/teams, places emphasis on academic excellence while promoting and providing structure for four-year collegiate hockey programs throughout the country.



USA Hockey provides individual membership to ACHA members, administrative support to the ACHA and its member hockey programs, standardized playing rules, marketing assistance and promotional material, potential opportunities for ACHA members to represent USA Hockey at the World University Games and more.

## USA Hockey Corporate Marketing Partners

USA Hockey has partnered with some of the largest hockey and non-hockey corporate names in the country with the final result meaning more exposure for the game of hockey as well as special offers exclusive only to USA Hockey's members. While these corporate marketing partnerships help USA Hockey with its "Grow the Game" initiatives in helping to fund various programs, they also serve as a member benefit to the growing membership of USA Hockey via special discounts and offers provided to members by equipment manufacturers, apparel and merchandise licensees and official corporate sponsors of USA Hockey.

## Serving The American Rinks (STAR)

Serving The American Rinks is a membership association that provides education, training, and new resources to rink members, professionals and vendors in the rink and arena industry. Created as a joint venture between USA Hockey and U.S. Figure Skating in 2000 in an effort to assist rink professionals, STAR is the ultimate resource in arena/rink management.

Realizing that in many cases the individual making the "rink management" decisions is also the same individual operating the adult league, the partnership between STAR and USA Hockey allows the two organizations to pool resources and execute joint training programs aimed at ultimately assisting that individual with the growth of his/her business.



### USA Hockey's Partners & Suppliers\*

#### Partners

- |                                 |                         |
|---------------------------------|-------------------------|
| ■ Applied Cognitive Engineering | ■ Touchpoint Media      |
| ■ Bauer                         | ■ Toyota                |
| ■ CCM                           | ■ TST/SportNgin         |
| ■ Easton Hockey                 | ■ United                |
| ■ Gillette                      |                         |
| ■ Labatt Blue                   | <b>Suppliers</b>        |
| ■ Liberty Mutual Insurance      | ■ Alamo                 |
| ■ Marriott                      | ■ Blademaster           |
| ■ NHL                           | ■ Enterprise Rent-A-Car |
| ■ Nike                          | ■ FlexxCoach            |
| ■ RBC                           | ■ National Car Rental   |
| ■ Reebok                        | ■ Sani Sport            |
| ■ Schwan's                      | ■ Scapa                 |
| ■ Shock Doctor                  | ■ XOS Digital           |
| ■ Total Hockey                  |                         |

\*as of July 2013

## US Figure Skating



USA Hockey and US Figure Skating work in partnership promoting entry

level ice skating initiatives which provide individuals with the opportunities to acquire skills necessary to compete in the sports of ice hockey and figure skating. US Figure Skating has recently assisted USA Hockey's Adult Department in establishing guidelines and criteria specific for entry level adult skaters and these guidelines are being used at USA Hockey's Adult Skills Clinics.

Similar resources will soon be published in a step-by-step format so that USA Hockey sanctioned leagues will be able to use these guidelines to administer their own skills clinics, geared towards growing their adult hockey participation.

## Labatt Blue

As the title sponsor for USA Hockey's Adult program, Labatt Blue assists USA Hockey's Adult program in promoting



and advancing the growth of adult hockey in America. Through the offering of adult specific National Championships, Classic Tournaments, the Pond Hockey National Championships, Skills Clinics, and additional alternative playing opportunities USA Hockey and Labatt Blue are able to provide this growing membership base with quality hockey and social events throughout the country and year. The sponsorship further designates Labatt Blue as the official beer sponsor of USA Hockey.

Labatt Blue is already a major force in league support and organized adult hockey tournaments throughout the country, and the combination of resources with USA Hockey will benefit adult players at the local, regional and national levels. Joint sponsorship efforts include but are not limited to cross marketing promotions at [labattblue.com](http://labattblue.com) and [usahockey.com](http://usahockey.com), as well as *USA Hockey Magazine* and all relevant collateral and print publications.



# ONLINE MEMBERSHIP REGISTRATION

One of the benefits of USA Hockey's registration process, for both the participant and the administrator, is the use of online registration. Online registration eliminates the burden on the league administrator to collect the completed registrations, membership fee and affiliate fee, to later send to USA Hockey. Leagues no longer need to worry about data entry, creating disks or completing paperwork.

Leagues that now utilize online registration have just a few easy steps. First, USA Hockey will provide the administrator with our free Cybersport software and a bar code scanner. The software and scanner will allow the administrator to quickly and easily scan players into their facility and build rosters if they choose.

Second, the league participants go to **usahockeyregistration.com**, where they will be able to complete their registration in a matter of minutes and pay in full. After they register online, the player will be instantly emailed a confirmation page. This confirmation page lists their information, member number and has a barcode. Depending on how the league is operated, players can bring in a printed copy of the confirmation page to get scanned at the facility, email it to the league administrator, or even send it to their captain to collect so that

he/she can present their entire team's registration material at once.

Once the league administrator scans that barcode on the confirmation page, that player is now claimed for that league. Within the software, you have the option of placing players on a roster and you are done with their registration.

Another benefit of online registration is that if a player shows up without their confirmation page being submitted and claims to have completed the process. The players' membership status can be instantly verified online by entering their name, date of birth and zip code. This makes it much more difficult for players to be deceptive about their membership status. This feature is also nice if the player skates in more than one league or has a tendency to lose their membership card.

Additionally, the online process cuts down on mistakes; the individual is now personally entering their information. Also, the online process cuts down on members registering twice. For instance, if a USA Hockey adult player wants to coach, his/her membership doubles as a player and there is no need to register or pay again.

USA Hockey offers an end-to-end electronic solution for member programs to administrate and process their local registration online using our new EMS Registration Management Tool (EMS-RMT). Local organizations are able to log on to the USA Hockey web platform and administrate and process their local registration without the need for additional software, a website, or advanced technical expertise. **Note:** *USA Hockey Cyber Sport Registration Software is still required for all programs. For more information visit the USA Hockey website or contact Eddie Olson by email at [eddieo@usahockey.org](mailto:eddieo@usahockey.org) or by phone at (800) 566-3288 ext. 144 with questions.*



# LEAGUE ADMINISTRATION

---

By registering your adult hockey program with USA Hockey, three major components of league administration is provided that can make your life a great deal easier. The first is your games will be played under the consistent and uniform playing rules that USA Hockey provides. Second, all league games will be officiated by certified USA Hockey officials. And third the local or state affiliate is in place to handle all major rule infractions by a player or team representative. In this section we will discuss specifically why these are great benefits of membership from a league administration point of view.

## Uniform Playing Rules

USA Hockey has volunteer councils and committees as well as paid professional staff members that focus their attention on creating safer playing conditions for all age groups and levels of play. Benefits of having uniform playing rules for your adult program are as follows:

- A standardized “outside” set of rules.
- League administrators don’t have to create playing rules for the league.
- Rules are enforced by USA Hockey registered officials that must attend annual clinics.
- The league administrators have a buffer with their customers in on-ice rule enforcement.
- USA Hockey rule book can be used as a line of defense for any frivolous lawsuits directed at the rink and the league administrators.



## Certified USA Hockey Officials

The USA Hockey Officiating Program works extensively to insure that all on-ice USA Hockey registered officials receive the certification and training needed to officiate a USA Hockey sanctioned game. Your league can expect:

- On-ice officials are insured by an outside entity (USA Hockey).
- Local referee-in-chief is responsible for administering official’s clinics.
- Local referee-in-chief can be utilized for scheduling of officials.
- All officials are required to be recertified yearly, which includes a clinic and open rule book exam. This assures that all officials are keeping up with any rule changes.

USA Hockey encourages forming a partnership with your local officials association. Don’t make it an “us against them” situation which can cause many problems. Remember that this is recreational hockey, so creating a partnership in the business can be advantageous to you and your league. An example of this would be to have a representative from the officials association attend your pre-season captains meeting, or even have the local officials association conduct a clinic that is specific to adult hockey. At that time you can discuss many topics, including expectations from the league for the officials and vice-versa. Also, players have the opportunity to questions that may help clarify some of their concerns. This action opens a line of communication that can be continued throughout the season.

## Sanction and Discipline

USA Hockey has a sanction and discipline process in place for any major rules infractions that may occur in your league. The following points help explain why this can be very beneficial to you and your league.

- USA Hockey and its affiliates must investigate and conduct hearings for major rule infractions (i.e. match or gross misconduct penalties). This insures a fair and impartial decision, while allowing the customer to have his/her “day in court.”
- Once all investigations and hearings have taken place, USA Hockey and its affiliates will hand down all penalties (i.e. any suspensions).
- This buffers the rink and its staff from being on the front lines with their customer in enforcing sanction and discipline. However, a rink or league administrator can be more severe (i.e. further suspensions) than USA Hockey and its affiliate.
- In addition, suspensions received by a player or coach, such as game misconducts, will be upheld by the state or affiliate. Again, the league administration can impose further suspensions if it deems necessary.
- Without all of the above from USA Hockey, the league administration or rink must investigate and enforce punishment for all major rule infractions that occur in their league. They are also on the front lines for any retaliatory lawsuits.



A majority of adult hockey players want to play in an organized and safe league. USA Hockey provides components that assist and support league administrators in achieving this. If players recognize that your rink or league is always working toward these goals, it will only help your adult league and business grow.

# PLAYING OPPORTUNITIES

## Classic Tournaments

An additional benefit of being an adult member of USA Hockey is our classic and national tournaments. The classic tournaments are designed to be a recreational event for a fun weekend of hockey with your team.

USA Hockey's adult classics feature a 3-game guarantee, post-game refreshments, a gift for every participant, multiple divisions and prizing for all division champions. For teams to register, please visit [usahockey.com/adult](http://usahockey.com/adult).



## Pond Hockey Championship

The Labatt Blue USA Hockey Adult Pond Hockey Championship in Eagle River, Wis. Now entering its eighth year, the event is on pace to host over 400 teams from 30 different states. The pond hockey championships are played on 24 rinks with snow banks used as boards. It is a 4-on-4 game with no goaltender; there are 18 different divisions a team can enter to help ensure competitive games. Teams will play a minimum of three games, of two 15-minute running-time halves. The basis of this event is to provide players an opportunity to get back to the roots of hockey. The pond hockey championship gives these adults a chance to have a fun weekend playing the game they enjoyed the most as a child.

## National Championships

In addition to our classic tournaments, USA Hockey also conducts a series of national championships. Our national championships help reward teams that win a classic, state championship or their registered adult league. The chance to win a national championship tournament is an added bonus for a team to skate in a registered adult league and provides more playing opportunities at every level.



## Skills Clinics

Another alternative playing opportunity that USA Hockey provides are skills clinics. Several times a year, we conduct weekend skills clinics throughout the United States. These clinics are designed to give the beginner to intermediate player an opportunity to refine, improve or learn new skills from some of USA Hockey's top coaches. During the course of the weekend, players get an opportunity to focus on powerskating techniques, stickhandling, shooting, team systems, game strategy and more. A majority of the adult hockey population is the beginner recreational player and these skills clinics show that you are never too old to learn the game.

## Adult First Goal Program

The Adult First Goal Program is a free benefit for all registered adult leagues. The program provides local adult leagues the perfect opportunity to introduce both men and women to the game of hockey, therefore helping to grow the league. The Adult First Goal starter equipment can be used to start an adult learn-to-play program or can be integrated into an existing adult learn-to-play program.

### HOST ADULT LEAGUE REQUIREMENTS:

- Sanctioning – This event is under Grow The Game programming.
- Staffing – All hosts must be able to staff the program on and off the ice.
- Equipment - All hosts must use the equipment provided and can supplement where needed.
- Post Program Reporting – All hosts must report results.
- Transition Program – Beginners can move into a Novice/Beginner/Developmental division.

### HOST LEAGUES RECEIVE:

- 12 USA Hockey Jerseys
- 12 USA Hockey Helmets
- 12 USA Hockey Gloves
- 12 USA Hockey Sticks
- 12 Hockey Bags
- USA Hockey Sanctioning
- Skills Clinic Guidebooks
- National Marketing

# PLAYER RATING SYSTEMS

---

When trying to rate a player in your league and insure that they are in the proper level it is important to factor in as much information on him/her as possible. Not only is it important to understand how they play the game currently, but equally important is knowing their playing history. Before a player can be placed in the proper level you must determine the different levels of play that you want to implement into your league. Below is a guideline that USA Hockey utilizes that may help you determine divisions for your league. These can be altered to suit the needs of your program.

## Levels

### NOVICE

This player is a beginner in the truest sense of the word. He/she has begun playing the game as an adult and may only have one to five years of playing experience. The basic skills of the game i.e. skating, shooting, and passing are in their infancy and are the main focus of their development.

### BRONZE

This player is considered a “C” level player which can be broken up into two levels (example: C1 and C2). He/she may be a less experienced adult recreational player with some youth hockey playing experience up to the Bantam house level. The player has limited understanding of where they should be positioned on the ice. Forward and backward skating may be somewhat strong, but maneuverability and transition still needs work.

### INTERMEDIATE

This player is a C+ or B- level player. He/she might be an experienced adult recreational player and may have played up to midget or high school in a non-traditional hockey area for these levels.

### SILVER

This player is an advanced level adult player with high level basic hockey skills. He/she also has a very high understanding of team play and where they should be positional on the ice. Forward and backward skating skills are strong with good maneuverability and transition. They may have played at the high school varsity level in Minnesota or the non-varsity college level (ACHA).

### GOLD

This player has mastered the basic skills of the game and would be considered an elite level adult player. He/She probably has played at the highest levels of organized hockey i.e. professionally any where in the world or division I and III college hockey. Also, in this category would be junior players from the United States and Canada.

## Player Placement

Once you have an idea of your divisions you can begin to place players on teams. Whether your league is established or just getting started arguably the best way to evaluate players is to conduct a try-out. Actually seeing a player play is a great way to determine their skill level and which division they belong in. However, this can be quite time consuming and will require a great deal of man power which not all leagues and rinks have. USA Hockey believes that you as the league administrator will want each player’s playing history up to the point of him/her playing in your league. Factors such as age, highest level played, years played adult recreational hockey can help you determine which level a player belongs without seeing him/her play. Below is a formula that USA Hockey recommends for purpose of gathering information from each player.

### HIGHEST LEVEL PLAYED

(Note: If you are a level 1 player, skip to age)

- 1 pt.** Professional (All levels anywhere in the world), NCAA Div. I or III College, Tier I Junior, Junior A
- 2 pts.** Junior B, ACHA (Non-Varsity College), Midget AAA, Prep School, MN Varsity High School
- 5 pts.** Junior C, Varsity High School, Competitive Midget
- 7 pts.** Bantam, Pee Wee, Squirt, Some Youth
- 9 pts.** Very Little Youth, Pond Hockey
- 11 pts.** Did not play Youth Hockey, Began playing as an Adult

**Highest Level = \_\_\_\_\_ points**

### PLAYER'S AGE

- 1 pt.** 18-25 years old
- 2 pts.** 26-30 years old
- 3 pts.** 31-39 years old
- 4 pts.** 40-49 years old
- 5 pts.** 50-59 years old
- 6 pts.** 60+ years old

**Age Range = \_\_\_\_\_ points**

### YEARS OF ADULT RECREATIONAL HOCKEY EXPERIENCE

- 0 pts.** 25+ years
- 1 pt.** 15-24 years
- 2 pts.** 10-14 years
- 3 pts.** 6-9 years
- 4 pts.** 0-5 years

**Years of Rec. Experience = \_\_\_\_\_ points**

**TOTAL SCORE = \_\_\_\_\_ POINTS**

### RATINGS TABLE

<b>2-4 points</b>	Gold-level player
<b>5-10 points</b>	Silver-level player
<b>10-14 points</b>	Intermediate-level player
<b>12-16 points</b>	Bronze-level player
<b>16+ points</b>	Novice-level player

# TOURNAMENT OPERATIONS

---

The purpose of the adult hockey Tournament Operations Guide is to provide USA Hockey registered adult ice hockey program operators with the resources to create and operate their own local adult ice hockey tournament using the structure and guidelines provided by USA Hockey. The Tournament Operations Guide is a compilation of information and best practices that have been developed and compiled from events around the country, including USA Hockey Adult Classics and National Championships. These best practices have been implemented throughout the USA Hockey event operations structure from youth to adult.

The benefits of using this Tournament Operations Guide for your local adult ice hockey event are as follows: credibility, insurance coverage, safety, access to resource material, rules, certified officials.

## Tournament Sanctioning

All adult events should be sanctioned with USA Hockey. Sanctioning is an easy process and costs \$50 per event. Sanctioning provides the event and event operators with the credibility, coverage and resources that allows for peace of mind. The event sanctioning document can be located easily on the USA Hockey website. Once this document is filled out and the fee attached then it can be submitted to the district registrar who's contact information can be found in the annual guide which is located on the USA Hockey website.

## Tournament Safety



Safety should be addressed by the event operators in advance of the tournament, but can be a joint effort between the host facility and the event operators. There should be access to emergency medical care, but also access and the ability to handle minor

emergencies such as minor cuts and scrapes. Most arenas have first aid kits, AED's and emergency operations guidelines that can be used in all emergency situations.

## Tournament Marketing and Promotions

Promoting your sanctioned tournament can be accomplished in many ways. Some of the recommended and most popular ways to promote your event would be through the following: repetitive and targeted email blasts, arena web site, arena posters, social media, targeted mailings through post cards or flyers and cross promotion with surrounding facilities.

## Team Registration

A team registration package should contain all information that pertains to the tournament from the entry fee to hotel accommodations. Other items that should be in the team registration packet are the following: tournament site and date, format, registration deadlines, early bird registration prices, team contact information, location of the event, divisions offered, description of divisions, rules explanation, roster information and local area activities such as: golf, attractions, restaurants and nightlife. Tournament operators can provide team welcome packets by contacting the city or county sports commissions or convention and visitors bureaus for maps, coupon books and other items that will help out of town teams get acquainted with the local area. The team registration fee can also be packaged with the hotel costs for an all in one fee.

## Tournament Accommodations

Teams that enter the tournament will most likely need some sort of accommodations in the form of hotels or motels. The event operators

can work out special pricing with local hotels if teams are steered toward staying at these hotels for the duration of the event. Multiple hotels can be used depending upon the number of teams that may be attending the tournament. Hotels that should be considered for participants may be some of the following: close to the facility, near downtown or near the local attractions such as theme parks or beaches. There are also companies that provide this type of service and then collect based on a commission basis. These companies usually provide an 800 phone number or web site that lists hotels and special pricing. Hotels can also be packaged with the event registration fee.

### Staffing

The event should be staffed by those operating the event or volunteers and operators. It is important for teams to know the contact person for the event to answer questions. It is recommended that someone from the event staff is on site throughout the tournament. Questions that event staff should be prepared to answer range from rules to tiebreakers. As part of the event sanctioning process event staff should also be prepared to check participant identification and verify participant's current USA Hockey membership status. Verification of a participant's current USA Hockey membership status is a quick and easy process that is completed online through the USA Hockey website.

### Tournament Format and Tie Breakers

There are many options when formats for a tournament are being considered. The most common format used for tournaments is a round robin format that provides each team with a minimum number of games. USA Hockey will provide several samples of different options in the round robin format with and without playoffs scenarios. Tie breakers can be a difficult, but a necessary part of any tournament format. USA Hockey's adult council has developed a fair tie breaking formula based upon on-ice activities.

### Officials and Scorekeepers

The event operators should schedule and settle on an officiating fee through the local USA Hockey district officiating director. The contact information for this person is located in the USA Hockey annual guide which can be found on the USA Hockey web site. The most efficient way to schedule scorekeepers is to work through the facility where the event is taking place. This is a



good idea because the facility will have regular access to scorekeepers through the local adult league and a scorekeeping fee can also be arranged through the facility. A copy of the tournament rules and format should be made available to the officiating scheduler and the scorekeeping scheduler in advance as well as in the official's dressing room and at the scorekeeping box on site.

### **Tournament Merchandising**

It is a good idea to sell tournament merchandise to participants as the majority of participants usually would like some kind of memento of the event. This can be a way to help off set costs of ice, officials, scorekeepers, etc. Tournament merchandise can range from screen printed t-shirts to embroidered items for both men and women. It is best to sell merchandise and set the sales price using a range so participants have several options to choose from. Merchandise can be purchased and sold by the tournament operators or apparel companies can be contracted to sell merchandise usually with a percentage of sales returning to the tournament operator.

### **Participant Welcome Reception**

A team welcome reception is a good way to provide a social atmosphere to the event. This allows participants and tournament staff to socialize in a non-hockey environment, which will typically create an air of good will. These types of social events are usually at the beginning or middle of the tournament prior to teams being eliminated from further competition.

### **Participant Gift and Awards**

Participant gifts have become popular way to say thank you to teams for participating in the tournament. A participant gift can be something as simple as a t-shirt or bag tag. Championship awards can be given for 1st, 2nd and 3rd place or just 1st place. Championship awards can be made up of items that pertain to hockey or awards that may be donated from a sponsor. Awards can be given for the team or the individual.

### **Tournament Results and Follow Up**

Results should be posted live throughout the tournament on site and online. Results should be accurate and easy to interpret. Once the tournament is complete, a full listing of results, action and championship photos should be posted online. A follow up survey can be conducted via email or online. This follow up survey is a good way for participants to comment on the tournament in an anonymous fashion and may provide the event organizers with good ideas for future events. USA Hockey offer free website hosting to all registered leagues and associations and offers free access to a tournament software package that can be utilized for this purpose.

### **Future Planning**

If the tournament is going to take place next year it is a good idea to have at least the tentative dates, location and registration dates available for teams. This is good for planning purposes as teams may have to schedule around family vacations and/or work related activities.

## Sample Formatting

Below you will find sample round robin formatting for a four and six team event.

### 4 TEAMS

*(3 Game Guarantee – 7 Games – 7 Ice Slots)*

#### Pool A

Team A1  
Team A2  
Team A3  
Team A4

#### Round Robin

*(6 Games)*

A1 vs. A2  
A3 vs. A4

A2 vs. A3  
A4 vs. A1

A1 vs. A3  
A2 vs. A4

#### Playoff Games

*(1 Game)*

1st vs. 2nd • Championship Game #1

### 6 TEAMS

*(3 Game Guarantee – 10 Games – 10 Ice Slots)*

#### Pool A

Team A1  
Team A2  
Team A3

#### Pool B

Team B1  
Team B2  
Team B3

#### Round Robin

*(6 Games)*

A1 vs. B1  
A2 vs. B2  
A3 vs. B3

B2 vs. A1

B3 vs. A2

B1 vs. A3

A1 vs. B3

A2 vs. B1

A3 vs. B2

#### Playoff Games

*(1 Game)*

1st Place Pool A vs. 1st Place Pool B  
Championship Game #1

## Tie Breaking Samples

Below you will find sample tie breaking formats that can be used for tournaments.

### STANDINGS

Standings will be determined utilizing the following point system:

Win in regulation	3 points
Shoot-out win	2 points
Shoot-out loss	1 point
Loss in regulation	0 points

### TIE BREAKERS

If teams are tied in the standings, the following tie breaking rules will apply (in order):

1. **HEAD TO HEAD** – Results in the games played between the tied teams. If a team defeated the other team(s) that they are tied with, they will be ranked ahead of those other teams.
2. **GOAL DIFFERENTIAL** – Goals for minus goals against. In a given game the goal differential will be a maximum of (6) regardless of a greater goal differential. Example: 15-2 = 8-2
3. **PERIOD POINTS** – won by each team  
2 points for each period won  
1 point for each period tied  
1 point for a shutout in a period
4. **FEWEST TOTAL GOALS AGAINST**
5. **FEWEST MINOR PENALTIES**
6. **FEWEST TOTAL PENALTY MINUTES**
7. **EARLIEST GOAL SCORED** – the tied teams shall be ranked in order of the earliest goal scored in all games played.
8. **COIN TOSS**

# INSURANCE BENEFITS

---

USA Hockey has purchased insurance coverages for its sanctioned Adult Programs designed to serve as a member benefit for those sanctioned programs, its members, officers and directors. The coverages come at no cost to a sanctioned league who registers each of its participants (players, coaches and officials) with USA Hockey during the course of USA Hockey's membership season.

Coverages include:

- Director's and Officers Insurance
- League Liability Coverage
- Excess Accident Coverage For Participants
- Catastrophic Coverage
- Crime Coverage

Not only do the coverages provided by USA Hockey assist with the protection of a USA Hockey association, its members, officers and directors; but a league/arena may also notice additional benefits as a result from these coverages. For example, a league or arena may receive a discount on its facility insurance as that league/arena will now have additional coverage in USA Hockey for catastrophic injury.

For a more detailed description and breakdown of the coverages purchased by USA Hockey and their benefits to your association, its members, officers and directors please see below.

## **Director's and Officers Insurance**

Director's and Officers Insurance (D&O) covers and protects USA Hockey associations, its members, officers and directors in the event of a lawsuit resulting from actions made by that association, its members, officers and directors.

Covered actions under the policy include but are not limited to:

- Errors/Omissions
- Discrimination
- Improper decision-making
- Negligent retention of unfit personnel

In many cases, lawsuits allege that decisions made by the association, its members, officers and directors were unjust and/or incorrect. The D&O coverage assists the league in paying for the associations legal defenses in the event of such a lawsuit.

The liability limit associated with the D&O coverage is \$1,000,000 and the coverage carries a \$1,000 deductible.

## **League Liability Insurance**

A sanctioned league with USA Hockey will receive general liability coverage protecting USA Hockey, USA Hockey-affiliated organizations, your association, its members, officers and directors against claims of negligence arising during a sanctioned event. This policy purchased by USA Hockey protects and defends the previous named organizations, groups and entities against actions which arise out of an accidental bodily injury that results in a liability claim being brought against any or all of them while acting within the scope of their responsibilities on behalf of USA Hockey. The liability policy is written on an "occurrence" form, with a policy limit of \$1,000,000 per occurrence and without a general aggregate limit.

Coverages include but are not limited to:

- Bodily injury and property damage liability protection against allegations of negligence resulting in bodily injury to another
- Personal injury liability

- Contractual liability for protection of various contracts and agreements under which the liability of another entity is assumed or transferred to the lessee (team or association)
- Premises medical payments coverage providing medical benefit payments to members of the public who are injured during or arising out of a covered activity

Exclusions include but are not limited to:

- Immediate medical payments to athletes injured while participating in a covered event
- Assault and battery
- Player vs. player actions
- Professional medical malpractice claims

The term “covered activity” refers to scheduled practices, exhibitions, scrimmages and games where all participants are current members of USA Hockey. In addition, fundraising activities, team meetings and award banquets may also be covered.

*The above information is a brief explanation of the important policy features. Policy exclusions may apply to this coverage and additional information may be obtained by contacting Patricia Wallace at IRMG: 973-463-6245.*

### **Excess Accident Coverage for Participants**

Excess participant accident coverage is an insurance benefit provided to all registered USA Hockey participants in your sanctioned league/organization which pays up to a maximum of \$50,000 of usual and customary costs for covered medical expenses incurred within two years (104 weeks) from the covered accident date and submitted within 15 months from the date the expense was incurred. The first covered expenses must be incurred within 30 days of the accidental bodily injury. This policy ensures that each of your participants

carries a form of participant accident insurance in the event of an injury occurring during a sanctioned event and furthermore eliminates the need for a director to purchase his/her own participant accident coverage policy to cover his/her participants during the course of sanctioned ice hockey events.

The policy provides participant medical accident insurance for the covered medical expenses of registered USA Hockey members in your league, on an excess basis, over and above their personal or group medical insurance. The deductible portion of any primary insurance up to \$1,000 is not covered, nor eligible for reimbursement by this excess policy. If there is no primary, valid and collectible medical insurance in force at the time of the accident, a deductible of \$3,500 per accident will be applied before participant accident insurance applies.

Coverage provided on an excess basis covers the following resulting from an accidental bodily injury while participating as a member of a team during a USA Hockey sanctioned game, official tournament game, controlled scrimmage or practice session involving ice hockey:

- Medical expenses
- Accidental death and dismemberment
- Loss of sight

In addition, if a registered member is traveling with the team directly to and from a scheduled sanctioned game or official tournament game, the member is covered under this policy. Travel to and from practice sessions however is excluded.

To file an accident claim under this policy, individuals must contact their local program for a claim form or contact USA Hockey Member Services at (719) 576-8724, x123 for your local program registrar’s contact information.

*As with any major policy, this excess accident coverage does carry exclusions and limitations. For more information contact your District Risk Manager or K&K Insurance at (800)237-2917, prompt 2.*

## Catastrophic Coverage

The catastrophic coverage provides \$2,000,000 (lifetime limit) of benefits per accident for registered players, coaches and officials who incur medical, dental or rehabilitation expenses greater than \$25,000 (the policy's deductible) due to a catastrophic injury occurring during a sanctioned USA Hockey event. The policy is in excess of other valid and collectible insurance in force at the time that the injury occurred. Sanctioned events include competitions, games, pre-competition activities and practice sessions which are authorized, organized and supervised by the team's coach or other adults designated by the coach to supervise those activities. Travel to or from practice sessions is excluded from this policy.

A catastrophic injury as classified by USA Hockey is one in which results in bodily injury to the insured person, who incurs a minimum of \$25,000 of medical or dental (or a combination of both) expenses which are expended within two years from the date of the covered accident.

Injuries of a catastrophic nature should be reported immediately to your District Risk Manager.

## Crime Coverage

All member organizations of USA Hockey have an insurance policy used to protect themselves against a monetary loss caused by an employee or volunteer who might steal funds.

This coverage for leagues, clubs and teams carries a \$50,000 limit of liability with a deductible of \$1,000. This policy is a benefit to member organizations and serves as a form of protection in the case of embezzlement, theft or like occurrences.

## Risk Management

USA Hockey has implemented its Risk Management Program in an effort to assist in the reduction of insurance costs to its members by means of educating participants, coaches, officials, spectators and administrators on proper risk management.

At the local level, each district has its own Risk Manager who serves as the primary contact/resource/educator on risk management and USA Hockey's insurance program while also serving as a liaison between USA Hockey and the local associations in regards to injury prevention/reporting and claim filing.

Additional responsibilities of your District Risk Manager include but are not limited to:

- Serving as a source of injury claim forms
- Serving as the contact in the case of a catastrophic injury
- Coordinating and conducting risk management informational seminars
- Receiving and submitting requests for certificates of insurance to the insurance underwriter
- Assist the Safety and Protective Equipment Committee with on-and off-ice risk management
- Distribute risk management educational brochures throughout the district

To contact the Risk Manager in your district, please visit [usahockey.com](http://usahockey.com).

## SafeSport Program

USA Hockey's SafeSport Program provides resources for the safety of all involved in the game both on and off the ice. USA Hockey has zero tolerance for abuse and misconduct.

Details of the SafeSport Program can be found online at [usahockey.com/safesport](http://usahockey.com/safesport).

## COMMUNICATION

---

One of the biggest influences on USA Hockey's adult growth is the improved communication the national office and local affiliates have with the membership.

The first tool is the introduction of online registration. Online registration allows the member to get instant access to their proof of membership. It also allows USA Hockey to directly communicate with members regarding news and upcoming playing opportunities.

Another major communication vehicle that helps inform and educate an ever growing population of adult players is our website, **adulthockey.usahockey.com**. USA Hockey's website has an adult-specific page which allows members to find tournaments, skills clinics, and learn about USA Hockey events in their area. It also provides members with the ability to learn about the many other programs being supported by their membership in USA Hockey. It also

gives that member instant access to maximize their membership.

The adult program has its own Facebook page and utilizes Twitter and other social media applications to communicate with its members.

Every other month USA Hockey's adult program sends out an e-newsletter detailing some of the upcoming activities and other news that affect adult members. Some of the subjects covered are classics, nationals, skills clinics, ACHA, membership development, player interest stories and more.

Additional communication comes from easy access to the national staff in Colorado Springs, and every district has representatives that are willing to help USA Hockey members. Many districts have representatives whose sole responsibility and interest is servicing the adult members.

## LOCAL SUPPORT

---

USA Hockey is structured to focus on the local level. State and district personnel are put into place to make sure that hockey is being played in a fair and fun atmosphere. With support coming locally, one of the most important services they provide for a league is disciplinary action. Your local affiliate will have a disciplinary committee, which is made up of a group of impartial representatives that will help keep unruly adult players from playing. There are many benefits to this.

First of all, it takes the onus of major discipline off the facility and league administrator. Alleviating the stress and taking the blame for disciplinary decisions. League directors have the right to take additional disciplinary steps for their league. For instance if a league director

wants to indefinitely remove a player from their league, that is their right.

Additionally, having the disciplinary committee ensures that a player just doesn't go down the street to the next league. When your local governing body suspends an individual from participating in hockey, that means that this person won't be able to touch the ice to play in any USA Hockey registered leagues, won't be able to coach and may be unable to do anything affiliated with USA Hockey for a determined amount of time. This is a great deterrent to dangerous conduct. A player may not only be punished by being unable to play a men's league, but their actions may prevent them from being involved with the sport altogether.

## PROGRAM CONTACTS

---

### **Senior Director, Adult Hockey**

Ashley Bevan  
(800) 566-3288, Ext. 183  
ashleyb@usahockey.org

### **Manager, Adult Hockey**

Scott Aldrich  
(800) 566-3288, Ext. 174  
scotta@usahockey.org

### **Coordinator, Adult Hockey**

Justin Murch  
(800) 566-3288, Ext. 113  
justin@usahockey.org

### **Coordinator, Adult Hockey**

Richard Hansen  
(800) 566-3288, Ext. 112  
richardh@usahockey.org

### **Coordinator, Women's Adult Hockey**

Katie Holmgren  
(800) 566-3288, Ext. 120  
katieh@usahockey.org

