

## **NEW YORK STATE AMATEUR HOCKEY ASSOCIATION**

### **WEST SECTION RULES AND PROCEDURES**

1. West Section President. In accordance with the provisions of the New York State Amateur Hockey Association (“NYSAHA”) Guide Book (By-Law, Rules and Regulations), responsibility for administration of the West Section rests with the NYSAHA Vice President for the West Section. This person is also known as the West Section President.

2. West Section First Vice President. In accordance with the NYSAHA Guide Book, the West Section shall elect an alternate vice president, to be known as the First Vice President, for a concurrent term with the West Section President shall assume the duties and responsibilities of the West Section President, for representation and succession purposes, in the event of the death, incapacity, resignation or removal of the West Section President, for the unexpired balance of the West Section President’s term. The First Vice President shall also be responsible for the administration of the Section should the West Section President be absent or temporarily unable to do so.

3. Other Appointments. The West Section President may appoint such additional Second Vice Presidents, a Secretary, a Treasurer, and other officers and coordinators as she/he deems necessary to carry out the business of the Section.

4. Compensation. The Section shall not pay salaries and compensation to its officers, but the West Section President may reimburse reasonable expenses upon approval.

5. Section Dues.

(a) Section Dues may be collected annually from every Association having membership within the West Section, in an amount fixed by a vote of the West Section membership at its Fall meeting, and such amount shall continue from year to year unless and until a different amount is fixed by the membership pursuant to this provision. Section Dues will become due and payable beginning October 1 of each year. Any Association that has not paid its Section Dues by December 31, shall have its “Good Standing” with NYSAHA (and thus USA Hockey) suspended upon written notice to said Association and ratification of such suspension by a vote of the NYSAHA Board of Directors. The West Section President may waive the collection of Section Dues where such waiver is deemed to be appropriate.

(b) The West Section Treasurer shall be responsible for collecting the Section Dues and shall maintain a mailing and membership list of the Associations in the West Section. Each Association in the West Section shall notify the Treasurer promptly of any changes regarding the Association’s President, mailing address and other pertinent information.

6. Section Funds.

(a) Section funds may be used for legitimate and ordinary expenses of the West Section; West Section meeting expenses and awards within the Section; Section expenses relating to the NYSAHA annual meeting; and to supplement and sponsor events in the West Section that benefit a broad range of participants.

(b) A report of West Section finances shall be distributed at West Section Meetings.

7. Tournament-Bound Section Play-Downs and Section Tournaments. All State and National Tournament Bound (TB) youth declarations are due to the West Section by August 1<sup>st</sup> unless otherwise directed by district or national rules. Girls Tier I must declare by August 31 and Tier II by the Fall Section Meeting. Teams can pull their TB status on or before 12/31 of the current season. The West Section President shall be responsible for the format and conduct of play-downs or sectional tournaments, or Q games, as appropriate, leading to the State Championships.

8. Midget/High School Club Priority Season. Shall consist of three (3) parts as follows:

i). Midget Season-Fall: August 15<sup>th</sup> up to and including the first day of highschool tryouts. During this portion of the season all Midget Players priority, practice and games shall be to their Midget Team before High School.

ii). High School Season: From the first day of high school tryouts up to the conclusion of high school season as defined by the last regular or post-season game for the players team. During this portion of the season all Midget Players priority practice and games shall be to their High School Team.

iii). Midget Season-Spring: After the conclusion of the high school season as described above.

Bantams and below: Priority for these players shall be to their Bantam Teams unless they register as an underage Midget.

Discipline: Any and all Administrators, Managers, Coaches, Players and/or any person directly or indirectly involved with the team that violates these rules will appear before a Discipline Panel, comprised of the Section President and the Presidents of the two (2) Youth and three (3) High School leagues, who will have the authority to suspend the violator from participation.

Waivers: Any and all Administrators, Managers, Coaches, Players and/or any person directly or indirectly involved with the team that requests a waiver from these rules will appear before a Discipline Panel, Section President and the

Presidents of the two (2) Youth and three (3) High School leagues, who will have the authority to waiver rules.

9. Sectionals. If Sectionals are required, the cost of Sectionals will be determined by the West Section President and will include, but may not be limited to ice time, officials and medical trainers. The total cost will then be divided by the number of teams. No spectator fees will be charged for admission when using this method. This will be reviewed and approved by the West Section President.

10. Electronic Registration & Payment for Association Tryouts.

A. Four weeks prior to tryouts, associations may accept electronic registration and payment for their upcoming tryouts via their websites. Associations should establish a clear procedure to ensure that the registration and payment process is complete. This process is strictly for registration and payment purposes only. Registration information must be provided to the association president, who shall not share the information with any teams or coaches until the morning of that team's first tryout. The fee collected is exclusively for the tryout only and cannot be used or credited toward an individual's team registration fee or the association's registration fee.

**Note: Individual electronic registration for tryouts by coaches and managers, separate from their association, is strictly prohibited. All registrations must be managed through the association to maintain proper oversight and consistency.**

B. Electronic Player Contracts: It is highly recommended that all player contracts be in electronic format. Utilizing electronic contracts ensures the inclusion of a precise date and time stamp, include any code of conducts and association documents. This is providing clear documentation of when the contract was signed. This process enhances accuracy, transparency, and efficiency in managing player agreements. Associations should implement this practice to streamline contract management and maintain a verifiable record.

11. Coaching Requirements. West Section Coaches are required to register with USA Hockey, submit to a background screening check, successfully complete the SafeSport Training, possess a current CEP and age-appropriate module prior to roster placement and roster approval.

12. Omit as per New York State / USA Hockey Guidebook.

13. Teams and Rosters

A. Team Naming Convention: All teams must follow the proper naming convention

TOURNAMENT BOUND YOUTH TEAMS  
TB (AGE CLASS) (ASSOCIATION NAME) (COACH'S LAST NAME)  
NON-TOURNAMENT BOUND YOUTH TEAMS

(AGE CLASS) (ASSOCIATION NAME) (COACH'S LAST NAME)

GIRLS TOURNAMENT BOUND TEAMS

TB (AGE CLASS) (GIRLS) (ASSOCIATION NAME) (COACH'S LAST NAME)

GIRLS NON-TOURNAMENT BOUND YOUTH TEAMS

(AGE CLASS) GIRLS (ASSOCIATION NAME) (COACH'S LAST NAME)

- B. The use of Tier 1, Tier 2, and Tier 3 (AAA, AA, A) teams is restricted for TB teams. All other teams, not eligible for the district or national tournament, will be classified as "House" or "Travel."

C. Player Rostering Guidelines:

1. Players, whether male or female, may only be rostered on teams within their own association. Rostering players in multiple associations (two or more) during the regular season (August 1st – April 30th) is strictly prohibited unless otherwise specified.
2. Dual rostering is allowed under the following conditions:
  - a. Players (Male or Female) may register on both a high school team and a youth/girls team.
  - b. Female players may register with one girls' team in one association and one youth team in a different association.
3. Team Management Requirement:

Every team, whether "Travel," "House," or "Tournament Bound (TB)," must have a team manager listed on its official USA Hockey roster.

4. Locker Room Monitor Requirement:

Each team must have an approved gender-specific locker room monitor, and this individual must be listed on the official team roster, background screened and SafeSport certified.

5. Teams with players who are billeting must adhere to the guidelines and protocols established by USA Hockey (USAH) and comply with all SafeSport procedures and policies

14. Omit as per New York State / USA Hockey Guidebook.