



# 2019 – 2020 Season League Handbook

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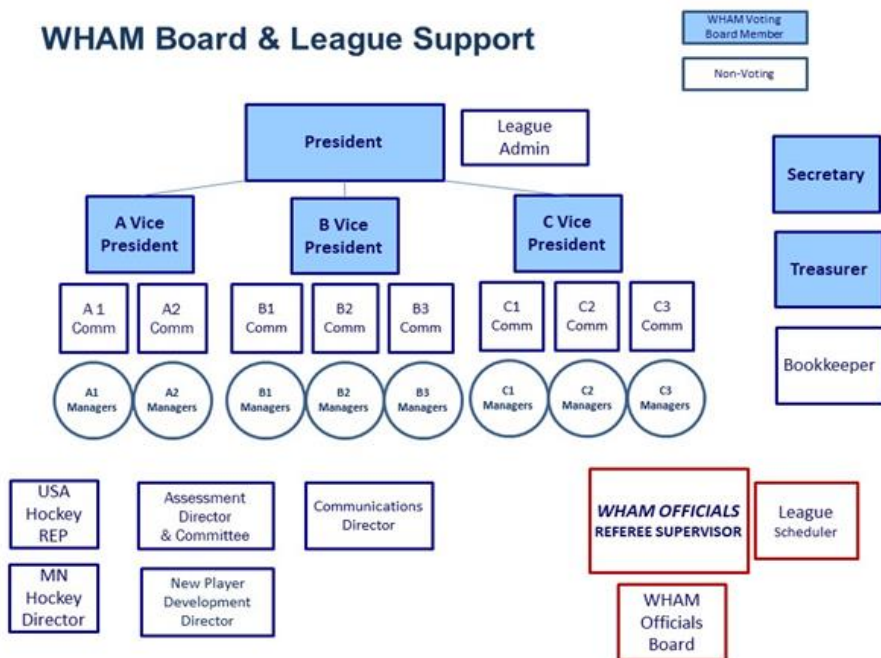
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**I. WHAM LEADERSHIP TEAM**

**WHAM Board & League Support**



**WHAM Official Mailing Address:**

1605 River Rock Drive  
 Carver, MN 55315

**Board of Directors**

- President: **Geri-Anne Zubich** (2018 – 2020); [president@whamhockey.org](mailto:president@whamhockey.org)
- Treasurer: **Melissa Lucas** (2018 – 2020); [treasurer@whamhockey.org](mailto:treasurer@whamhockey.org)
- Secretary: **Lori Shannon** (2019 - 2021); [secretary@whamhockey.org](mailto:secretary@whamhockey.org)
- A Vice President: **Janet Ploncinsky** (2017-2019); [a\\_vicepresident@whamhockey.org](mailto:a_vicepresident@whamhockey.org)
- B Vice President: **Lisa Silkey** (2019 – 2020); [b\\_vicepresident@whamhockey.org](mailto:b_vicepresident@whamhockey.org)
- C Vice President: **Elana Bohman** (2019 – 2021); [c\\_vicepresident@whamhockey.org](mailto:c_vicepresident@whamhockey.org)

### **Division Commissioners**

A1 Commissioner: **Nicole Jones**; [a1comm@whamhockey.org](mailto:a1comm@whamhockey.org)  
A2 Commissioner: **Jenn Dorff**; [a2comm@whamhockey.org](mailto:a2comm@whamhockey.org)  
B1 Commissioner: **Bridget Knight**; [b1comm@whamhockey.org](mailto:b1comm@whamhockey.org)  
B2 Commissioner: **Gina Magstadt**; [b2comm@whamhockey.org](mailto:b2comm@whamhockey.org)  
B3 Commissioner: **Terasa Bonifas**; [b3comm@whamhockey.org](mailto:b3comm@whamhockey.org)  
C1 Commissioner: **Holly Struss**; [c1comm@whamhockey.org](mailto:c1comm@whamhockey.org)  
C2 Commissioner: **Carrie Peterson**; [c2comm@whamhockey.org](mailto:c2comm@whamhockey.org)  
C3 Commissioner: **Karen Morris**; [c3comm@whamhockey.org](mailto:c3comm@whamhockey.org)

### **Support Positions**

League Administrator: **Erika Spande**; [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org)  
New Player Development: **Cathi Rudi**; [whamdevelopmentdirector@whamhockey.org](mailto:whamdevelopmentdirector@whamhockey.org)  
Assessment Committee: [assesscomm@whamhockey.org](mailto:assesscomm@whamhockey.org)  
Communications: Lori Shannon; [communications@whamhockey.org](mailto:communications@whamhockey.org)

### **WHAM Officials Contacts**

Officials Supervisor: **Krissy Langley**; [refsupervisor@whamhockey.org](mailto:refsupervisor@whamhockey.org)  
Officials Scheduler: **Jeff Carlen**; [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org)

### **USA/MN Hockey Contacts**

MN Hockey Director: **Kendra Verbeten** (2019 – 2022); [mnv123@comcast.net](mailto:mnv123@comcast.net)  
USA Hockey Director: **Doug Foster** (2019 – 2022); [dougfoster@mwpsales.com](mailto:dougfoster@mwpsales.com)

## II. WHAM OVERVIEW

### A. WHAM's Mission

WHAM is a tax-exempt, non-profit, recreational hockey association open to all women ages eighteen (18) years and older by June 30th. **WHAM's mission is to both offer the opportunity to keep women playing ice hockey and introduce others to the sport, such that every woman through their participation in WHAM can partake in a team setting building camaraderie with teammates and a passion for the game of hockey.** WHAM recognizes and encourages participation for members with a broad range of commitment and ability -- from the true beginner to the elite, Olympic-caliber athlete. WHAM strives to provide women an organized, and affordable hockey experience that offers the opportunity to learn the game while promoting the values of teamwork, good sportsmanship, and mutual respect.

### B. Goals

We strive to deliver the finest overall experience in the market for women **at multiple levels** of hockey! The WHAM Board works to foster a competitive and evenly matched landscape within divisions for all players with an emphasis on teamwork and sportsmanship!

### C. Policies

The Women's Hockey Association of Minnesota (WHAM) is the "Organization." Both terms ("WHAM" and "Organization") will be used interchangeably throughout. The WHAM Handbook consists of the rules, policies and procedures pertaining to our league, including:

- **Operating Rules.** The Operating Rules (the "Rules") cover everything from registration to skills assessments to on-ice play to the WHAM Championship Tournament. The Rules are enforced by the Board of Directors of the Organization (the "Board"), and all members of the Organization are responsible for knowing the Rules and complying with them. In some cases, noncompliance can result in a monetary penalty, game forfeiture(s), or suspension from the Organization.
- **Bylaws.** The Bylaws govern the Organization's structure and operations.
- **WHAM Skills Assessment Committee (SAC):** Membership retention, division growth, and parity amongst players within divisions.
- **Conduct.** All registered teams shall operate within the Operating Rules and the Bylaws of WHAM. Any team, or any individual member of a team, may be subject to disciplinary action (e.g. fines, probation, dismissal, etc.) from WHAM, as determined by the Board for non-payment of fees, gross violations of rules, and/or inappropriate conduct as determined by the Board as necessary.

### D. Affiliate Association

The Organization is recognized as an affiliate of Minnesota Hockey ("MH") and as a member of USA Hockey ("USAH"). All members of the Organization are required to pay annual dues to both MH and USAH as a condition of membership in WHAM. As an affiliate association, members of the Organization receive additional benefits and opportunities offered by MH and USAH.

#### **E. Website**

WHAM's website can be found at [www.whamhockey.org](http://www.whamhockey.org). The Organization's website is the property of the Organization. All names, logos, trademarks, service marks, brand identities, characters, trade names, graphics, designs, copyrights, trade dress, and all other intellectual property ("Content") appearing on the Organization's website, is the property of, or used with permission or under license by, the Organization. Any member of the Organization may not copy, distribute, modify, transmit, reuse, re-post or otherwise display the Content for public or commercial purposes without the prior expressed written consent of the Organization's Board.

#### **F. Logo Use**

The Organization's logo is the property of the Organization. Use of the logo is not permitted without the prior expressed written consent of the Organization's Board. Companies, individuals or Organizations that wish to use, reprint, reproduce or display the Organization's logo on electronic media (e.g. websites), written material (e.g. brochures, posters, letters, flyers) or products (e.g. apparel, bags, trophies, plaques, promotional items), must obtain written consent from the Organization's Board prior to doing so. To request approval, complete the Organization's *Logo Use Application Form* available at [www.whamhockey.org](http://www.whamhockey.org).

#### **G. Privacy**

WHAM will not share your name, address, phone or email address without consent. Any information you provide is held in strict confidence. We collect this information only so we can contact you with relevant WHAM information related to scheduling, registration, and or WHAM sponsored communication or events. Members of WHAM are not allowed to use or share information received by managers or found on the WHAM website for any communication that is not approved by WHAM. **Absolutely no solicitation is allowed among members for personal use.**

#### **H. Insurance**

While USA Hockey provides some level of insurance to all registered coaches and players. Members should understand that participation in WHAM is at their own risk of injury. USA Hockey Insurance includes general liability, catastrophic medical and participant (excess) accident, subject to the exclusions, limitations, deductibles and terms of USA Hockey's insurance policies. These insurance coverages are in effect while participating on a USA Hockey registered team during and in a USA Hockey sanctioned event.

If a member is injured during a USA Hockey sanctioned event, the member and team manager should consult the board president and league administrator about the process to access USA Hockey Insurance.

### III. OPERATING RULES

#### A. MEETINGS/HANDBOOK

##### 1. Meetings

- **Board of Directors.** WHAM's Board meets regularly throughout the year. Attendance at these meetings is required for all voting Board members. The Organization's members are welcome to attend these meetings. In order to attend, members must email secretary 48 hours before the meeting. If a member would like to speak, they must email the secretary with their request and state their intention. The Board will allot a fixed amount of time for members approved to speak by following the request process. The Board will limit the time and comments to the specific request as noted to the Secretary in the request. The Board will not respond immediately to any requests presented at a meeting. Other meetings may be called as necessary. Contact the WHAM Secretary for meeting information. All meeting times, dates and locations are listed on the Organization's website ([www.whamhockey.org](http://www.whamhockey.org)). .
- **League.** The Organization holds one formal league meeting during the course of the year: an annual Fall scheduling and informational meeting which includes previous season recap, upcoming season information, voting for open board positions and any proposed bylaw changes, as well as upcoming season scheduling to take place. The meeting is held live in person and each team is required to have at least two (2) representatives for the team in attendance at this meeting. Those individuals deemed Team Managers will be the central contacts for these meetings so it is critical WHAM has contacts for each team updated annually.

A fine of \$50 per meeting is levied if a team does not have a representative for the team in attendance. The Board reserves the right to charge late fees equaling 10% of the outstanding amount if unpaid after 30 days from the date of notification. One (1) person may represent only one (1) team at the Fall Meeting. A fine of \$100 will be levied if a team attends scheduling without a confirmed ice schedule for the upcoming season. Additionally, teams will be required to schedule their own games with team managers in their division following the scheduling meeting and then submitting schedule to division commissioner by required due date for referee assignments. Commissioners to send division masters to league administrator within 3 days of fall meeting.

- **Division.** The Division Commissioner and/or Vice President can call meetings as necessary.

##### 2. Handbook

The WHAM Handbook is available on the website and can be downloaded and printed as needed. Each year final revisions will be posted by **August 15th**. The Team Manager or Coach is advised to print the Handbook and review with team members. If there is a question about any rule or situation, refer to WHAM's Operating Rules in this handbook first. The most current version of the USAH Annual Guide and Official Rules, which contain additional information on rules, tournaments, etc. is available on the USAH website.



**B. TEAM DIVISION CLASSIFICATIONS**

**1. Divisions**

**C. The league will be comprised of the following divisions:**

A Level: A1 and A2 divisions – former professional, Olympic, collegiate, and highly skilled high school players

B Level: B1, B2 and B3 divisions – former high school jv experience, youth experience, advanced skills

C Level: C1, C2 and C3 divisions – true beginner through intermediate

**2. Subdivisions**

Any division may be divided into two or more subdivisions when there are fifteen (15) or more registered teams. Teams will be placed in a subdivision based on their previous season's records and other criteria as may be determined by the Board. New teams moving up or down into the division will be placed by random drawing in a subdivision to evenly balance the number of teams or otherwise. The number of games played will be determined by a majority vote of the teams in the affected division, with each team in the affected division receiving one (1) vote. Ties will be broken by a Division Vice President who does not have a conflict.

**D. PLAYER PLACEMENT / ASSESSMENT GUIDELINES**

**NEW TO WHAM MEMBERS.** Players registering with WHAM for the first time may enter the league in one of three ways: (1) according to prior hockey experience, (2) via a WHAM assessment, or (3) by participating in Development Hockey 101.

**1. New to WHAM Players with Prior Hockey Experience**

You may register based on your highest level of hockey experience according to the list below. If you follow the Experience qualifications below, **YOU DO NOT NEED TO ATTEND AN ON-ICE SKILLS ASSESSMENT.** For example, a player with both varsity high school and Division III collegiate experience must register with the division of her highest experience, which is DIII experience.

<u>Experience</u>	<u>Division</u>
Under age 30 (as of 9/1): DI & D3 College	A1 Division
Age 30 and older (as of 9/1): DI & D3 College, U19a, or Varsity high school experience	A2 Division or higher
Junior Varsity High School	B1 Division or higher

\*U19b and college club experienced players must attend an assessment

## **2. New to WHAM Players NOT Meeting Experience Qualifications Above OR Challenging the Experience Qualifications**

All New to WHAM players NOT meeting the experience qualifications above must attend a WHAM-sponsored on-ice skills assessment to determine appropriate division placement. This includes former high school /college goalies desiring to skate out at another level.

Any Player desiring to play at a lower level (than dictated by the chart) may appeal the rules by attending an on-ice skills assessment. Assessments are generally scheduled August through December of each year. See the WHAM website [www.whamhockey.org](http://www.whamhockey.org) for dates and locations – under ASSESS tab. Following your assessment, if you have questions about your results, feel free to contact the League Administrator: [Leagueadmin@whamhockey.org](mailto:Leagueadmin@whamhockey.org).

## **3. If you are new to Hockey**

In lieu of attending a skills assessment, new Players with minimal to no hockey experience are invited to register and participate in a WHAM-sponsored Hockey 101 development clinic held each spring after the regular season has ended. Players who satisfy the participation requirements of the clinic are provided a WHAM Division Classification and may register at that division or higher.

New hockey players with little to no experience who do not participate in the WHAM Hockey 101 clinic, can complete the online C3 application located on the WHAM website [www.whamhockey.org](http://www.whamhockey.org) under the ASSESS tab for eligibility to join a C3 team without having to attend an assessment.

### **ALL NEW MEMBERS**

**Probation:** All new players are on probation for the first season of membership to ensure placement at the correct level. The player's skills may be reassessed prior to the next season, and the player may be reassigned to a more appropriate division.

**Appeal:** If a new player disagrees with her assessed level, she is welcome to appeal by submitting a thorough player history and personal rationale as to why she has been over assessed to the SAC.

**WHAM Board Discretion:** The Board has the authority to move Players and teams between divisions as needed for parity. Consultation with the SAC may take place.

## **4. Returning / Previously Registered Players**

- **Returning Players.** All returning Players must register in the division in which they last played (or higher) for their primary team.

NOTE: **Beginning with the 2017-18 season**, the opportunity to move down one division based on the Player's age is no longer the sole reason for movement. All players must apply to move down via the following process:

- Players requesting to change divisions. A current WHAM Player may appeal to move down one level by **completing a written Skills Assessment application** and submitting it to the [assesscomm@whamhockey.org](mailto:assesscomm@whamhockey.org) committee for approval. Refer to the WHAM website for application.
  - If approved to move down one level via Skills Assessment written application process, **Player may NOT roster with a team in the division she is moving down. She will no longer be eligible to skate as a secondary player at the higher division from which she just moved down from.**
- If you do not go through the proper channel of approval you will be considered an illegal player in that division and your team will be subject to the penalties associated with an illegally rostered player. (See section E. Eligibility p. 14 for more information)

#### **5. Probation Period**

All newly assessed or reassessed player is subject to a one-year probationary period wherein the player's skills may be reassessed prior to the next season, and the Player may be reassigned to a more appropriate division or required to return to her original division.

#### **6. Board Discretion**

The Board retains the authority to move players and teams between divisions as needed.

### **E. REGISTRATION**

#### **1. Member Registration**

All Members must register prior to participation in WHAM games. On-line registration for the current season is available via the WHAM website on or around September 1 of each year. Current and new WHAM Members have until January 31 to be added to a roster with a team or join the New Player Pool or Sub-goalie Pool. After January 31, all rosters are frozen and no new players may be added.

- League Fees. WHAM membership fees are set annually by the Board. Minnesota Hockey ("MH") and USA Hockey ("USAH") set their own fees each year. The fee a Member pays when registering is the total of three (3) fees to the following Organizations:
  - Organization. The fee paid to the Organization covers game scheduling fees to district referee schedulers, purchase of goalie equipment for use by teams, promotional materials, score sheets, mailings, room rentals and other administrative expenses.
  - USA/MN Hockey. The fee paid to USAH/MNH covers insurance, directories, administration, promotion, rulebooks, coaching and referee programs, development camps, USAH Magazine, etc.

- Changing Teams after Registration. No Player already listed on a team roster may change teams after the Organization's announced first day of league play without approval. Follow the procedures below.
  - Deadline and Procedure. The deadline for changing teams is January 31<sup>st</sup> of the current season. To process a change: Contact your Division Vice President and Division Commissioner. Please present a written release from the existing team manager and written acceptance from the new team manager. The Division Vice President will approve or decline and inform the player in writing. If approved, the Division Vice President will inform the Organization's League Administrator who will make the changes to the rosters if approved. The Player may not participate on the new team until her name appears on the website roster as listed on the Organization's website.
- Former players returning to WHAM. Must register at or above the level the player was last registered – no assessment is required. If the player wishes to move down that player must complete the Skills Assessment Committee (SAC) written application and obtain approval from the SAC prior to registering for a lower level team or attend an on-ice skills assessment.
- Movement Upward Only. Once registered, a Player may only move upwards in level during a season. For example, a Player may move from the C1 Division to the B3 Division once the season has started, but such Player may not move from the B3 Division to the C1 Division. Once the Player moves up a level, the Player must finish the year at the higher level.
  - New to WHAM Players shall receive special consideration with regards to downward movements. These players should contact the Skills Assessment Committee (SAC) for guidance. In any event, no downward movements shall be made without SAC approval.

## 2. Team Registration

- Team Declaration Deadline for Current Season. The deadline to declare a team's intent to play in WHAM for the upcoming season is **August 15th**. (In order to register a team, the team must have no outstanding debts to the WHAM league.)
- Two Team Managers. By September 1 of each year, teams shall provide to the division commissioner the name, mailing address, phone number and email for two (2) contacts. Only the Team Manager's email addresses will be available on the Organization's website. If any contact information changes, Team Managers must inform their respective Division Commissioner immediately.
- Team name. The team name must be uniquely different from existing names; for example, there cannot be a "Penguins" and "Penguins II". All new team names or name changes must be approved by the Division Vice President and approval should be obtained prior to ordering jerseys.
- Team Roster Limits/Requirements.

- Roster minimum, prior to the team's first game of the season, must contain 10 skaters and a goalie. At no time, may the roster exceed 20 Players. No more than twenty (20) Players may dress and participate in a game (Coaches and Team Managers who are not Players are not included in these limitations).
- Rosters are limited to four (4) "Secondary/Sub" team Players. Goalies do not count toward that limit. ("Secondary/Sub player" is defined as a member who chooses to roster on two teams, according to the "dual roster" rules and guidelines in Section F below.)
- Rosters are limited to four (4) players who participate as "secondary/sub" team players at a higher division. Goalies do not count toward that limit.
- Each team must declare and roster at least one (1) goalie. The team's rostered goalie(s) must play goalie in a majority (more than half) of the team's games (e.g. teams **may not rely on** the sub-goalie pool for primary goaltending duties). Teams without a primary goalie who has not played more than half of the team's games will not be eligible to participate in the WHAM Championship Tournament at the end of the season. There is no limit to the number of goalies that a team may roster.
- Teams Changing Divisions. A team may request to change divisions only after the end of the season. The Team Manager must notify both the old and new Division Commissioners of its intent to play in the new division by August 15th.
  - If a team wins its division's league and/or the WHAM Tournament or is otherwise considered a dominating team in their division, the Board retains the authority to move the team to a higher classification.
  - If a team has lost eighty-five percent (85%) of its games in a season, the team may petition the Board, prior to the Board's regularly scheduled August meeting, to move the entire team down one (1) level by presenting a roster of all players moving down with the team to the WHAM Board for approval. All new Players will be approved before being added to the roster and the entire roster will be monitored by the WHAM Board for that season. At the Board's discretion, individual skills assessments and consultation with the Division Commissioner may be required and the team will be on probation for the upcoming season to determine if the division change was appropriate.
- Board Authority. The Board retains the authority to move players and teams within divisions as appropriate.

**New to WHAM Players Player Placement Pool for Skaters / Sub-goalie Pool:**

First year WHAM members have the opportunity to join the Player Placement Pool. Rostered teams may ask these Pool Players to participate in games on an as-needed basis. This is a good opportunity for teams to "try-out" New to WHAM skaters for their permanent rosters or to assist with a game when shorthanded. This also helps the Skills Assessment Committee to determine correct division placement.

- Pool opportunity is only available to first year WHAM members. The intent of the Pool is to assist new members in finding teams and should not be considered an alternative to rostering with a team.
- Pool is not available for returning WHAM skaters.
- There is no limit to the number of games that Pool players may participate in. However, Pool players are not able to participate in post-season play unless rostered on a team prior to January 31. Once a player is officially registered with a team, they are no longer eligible to participate with any other team and will be removed from the Player Placement Pool list – player must notify [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org).
- Using a skater from the Pool does not count towards the dual roster limit of 4 per team, as players are not rostered with a team.
- New to WHAM goaltenders may join the Sub-goalie Pool and sub at her assessed division and higher in any WHAM regular season game.

### 3. Team Manager & Treasurer Responsibilities/Duties

- Teams Managers are responsible for making sure all team members appear on the team's official website homepage as a registered player as well as add them to their player roster tab once registered. All players must be registered prior to participation in any Organization-related practices, games or tournaments. Registered players lists will appear on the WHAM team's homepages so managers can verify the status of the team's roster at all times. Each team manager should print a copy of their official website roster and make available at every game in case the eligibility of a Player or Coach is questioned. ***Team Managers are responsible for making sure that only eligible, registered Players and Coaches are on the ice or bench during all league games.***
- Team Managers will receive key communications from WHAM. It is the responsibility of the Team Managers to share this information with the members of their respective team.
- Team Treasurer is defined as the team member who manages team payments for referee fees and WHAM fees due to scheduling changes, etc. WHAM requires one contact per team to provide address, email, and phone. A manager may also have this duty for her team.

## F. ELIGIBILITY

### 1. Eligible Player or Coach

- Women eighteen (18) years of age by July 1<sup>st</sup> and older as of the current hockey season ("Player") may roster on a team within the Organization.
- G. A Player or Coach who is properly registered with the Organization, MH and USAH, and appears on his or her team's website roster as listed on the Organization's website, is eligible to participate in the Organization-sponsored practices, games or tournaments (an "Eligible Player" or "Eligible Coach"). All team members who are eligible to be on the

ice or in the bench area should have photo identification available at all games, including the WHAM Championship Tournament in the event such Player's or Coach's identity or eligibility is questioned.

## **2. Illegal Players or Coaches**

- If a team participates with a Player or Coach who is not an Eligible Player or Eligible Coach (an "Illegal Player or "Illegal Coach"), the team will forfeit all games in which the Illegal Player or Illegal Coach participated. The team (or the Player) may also pay a \$250 fine for the use of an Illegal Player or Illegal Coach as determined by the Board. For a second offense, the team may be expelled for the remainder of the season or indefinitely per WHAM's discretion, and its games recorded as forfeits for the season.

## **3. Non-US Citizens**

- Each year, all non-US citizens playing and registering with USAH must complete the *Canadian/Foreign National Transfer Form* located on the Organization's website as part of the Player's registration, except for those Players who have a permanent transfer in place. The *Canadian/ Foreign National Transfer Form* must be sent to the Registrar as a part of the Player's registration process. The *Canadian/Foreign National Transfer Form* may be scanned and emailed to the leagueadmin@whamhockey.org, or mailed to the Registrar's attention at the Organization's address listed on the Organization's website. For more information regarding permanent transfers, please contact USA Hockey. This must be completed before the Player can participate in any WHAM affiliated games, including regular season, tournaments, etc.

## **H. ROSTERING - PLAYERS**

Each player may roster and play with one primary team within WHAM, except as otherwise noted below.

Returning players must register at their previous primary level of play or higher. A player may change divisions based on the following criteria:

- Players may move up a division at the player's discretion.
- Former WHAM players returning to WHAM must register at their last level participated or higher. Should the player desire to participate at a lower level, she must seek approval by either (i) attending an on-ice assessment or (ii) completing a written application to the Skills Assessment Committee found under ASSESS tab on the website.
- Players of any age may petition the Skills Assessment Committee for approval to move down via written application. [www.whamhockey.org](http://www.whamhockey.org) >> ASSESS tab
- Players may choose to play on two teams: "primary team" in the lower division and "secondary team" in a division directly above the "primary team" – according to the Dual Roster criteria below.

## 1. Dual Roster

A Player may participate on two teams via the “Dual Roster” rule. Dual roster allows a player to roster on her “primary team” and a “secondary team” (a division directly above the primary team). A Player may not roster on two teams within the same division. Additionally, a Player may only dual roster in adjacent divisions. (For example, a B3 player may dual roster with a B2 team, she may NOT dual roster with a B1 team).

## 2. Rostering as a Player (skater or goalie) on a “Secondary” Team.

- A Player may roster and play on one “Primary” and one “Secondary” team according to the following criteria:
  - The Player must have participated during the previous WHAM season. New to WHAM members must play one season at the primary division **before** joining a secondary team. Player Placement Pool participants must play at least one full season at their respective division prior to being eligible for dual rostering.
  - The spirit of this “dual roster” rule is not to be overlooked: This is an opportunity for Players to improve their skills at a higher level to determine if they are ready to move up permanently to that higher level. WHAM reserves the right to ask a dual-rostered player to leave her primary (lower) division team if her skillset proves sufficient to participate in the secondary (higher) division. This player would be deemed as one who makes a positive impact on the ice, contributes to the games, possibly has excellent stats, and whose on-ice performance matches or exceeds those players of whom she is skating with. As always, WHAM reserves the right to assess/reassess players at any time.
  - If the player petitions to drop down one level for their primary team, they **may not play up as a secondary player** in the division they requested to move down from (New Rule starting with the 2017-18 season).
  - Teams are allowed to have up to four (4) players participate as “secondary” players at the next higher division. (ie. for a B2 team, a maximum of 4 players from team X can participate on B1 team(s).)
  - The Player is eligible to participate fully or as sub player on both (primary and secondary) teams including the WHAM Championship Tournament. If there are schedule conflicts for all regular season and tournament games, it is the responsibility of the affected Player to participate with her primary team first.
- **Goalies** may dual roster and also participate as a sub-goalie in the primary division and higher.

## 3. Players who are both a goalie and a skater



A Player may “dual roster” at both positions according to the following criteria, and only if all provisions of the dual roster rule above are met.

- A Player may roster with two teams as a **skater**, and the same Player may roster with two additional teams as a **goalie**. (Example: player may roster as a goalie at C1 and B3, and a skater at B2 and B1.)
- The Player must qualify to participate at the level in which the Player rosters for each of the two (2) positions (goalie and skater), either by assessment or previous experience classification.
- The player may not roster on two different teams within the same division, regardless of position.
- As a goalie, the Player is eligible to participate in the sub-goalie pool and substitute for other goalies at the level of the goalie’s primary team or higher.
- If the Player qualifies for the WHAM Tournament for more than one team, the Player may participate on all of her rostered teams only as the schedule allows with no special accommodations requested by the Player or teams.
- For the WHAM Championship Tournament, the Player must participate in the position for which she is rostered during the regular season. (Section J)

## **I. ROSTERING – COACHES/MANAGERS**

### **1. Coaches**

- Teams are encouraged, but not required, to have a Coach. In the interest of improving coaching at all levels, Coaches are encouraged, **but not required**, to complete Levels one (1) and two (2) of the USAH Coaching Education Program (“CEP”). Clinics are sponsored by MH and are typically held in the fall. Registration and announcement of clinic dates can be found on the MH website ([www.minnesotahockey.org](http://www.minnesotahockey.org)).
- Coaches only pay and register with USAH once per season. Coaches who coach on more than one (1) team need to be on the website roster for EACH team. A Coach may not participate with the team or be in the bench area until his/her name appears on the official website roster for that team. Teams are limited to a maximum of 4 coaches rostered per team.

### **2. Team Managers**

**Team Managers** who also wish to be on the ice or in the bench area must register either as a Player or as a Coach. Only persons who appear on the team’s online roster are allowed on the ice or in the bench area. USAH’s goal is to keep people who are strictly Team Managers (e.g. bookkeepers or schedulers) off the ice since these persons do not pay the USAH fee and are not covered by USAH liability insurance.

## **J. SCHEDULING, RESCHEDULING, CANCELLING OF GAMES**

All games shall be played according to the Organization's official schedule and every team should make every effort to play all games scheduled.

### **1. Start & End Dates for League Games**

The first and last dates that games may be played will be set and announced prior to the start of each season by the Board. League play will end at least ten (10) days prior to the WHAM Championship Tournament. Notwithstanding any division playoff games, no league games or rescheduled games shall be played within this 10-day period without approval of the Board.

### **2. Scheduling Meeting**

Prior to the start of league play, WHAM hosts an annual fall scheduling and informational meeting to update managers on league information as well as facilitate the scheduling of all of the league's regular season games that will take place in each Division. The attendance at the scheduling meeting is **mandatory** for all teams, and at least **two (2)** representatives from each team must be present to schedule the team's games. Each team must provide enough ice time to fulfill such team's home game commitments for the upcoming season. The amount of ice required for each Division's home games will be determined by the Division Vice-President with Board input.

Requesting and scheduling a forfeit: Forfeits requested at the scheduling meeting will not be charged a re-scheduling or forfeit fee. Notification of a team's intent to forfeit must be declared prior to scheduling the game. 2 points will be awarded to the team receiving the forfeit, and no fees will be charged. Any games scheduled at the scheduling meeting will be considered official and subject to WHAM cancellation and re-schedule policies.

#### **Divisions with Uneven Number of Games.**

Divisions where an uneven number of games are played against one opponent need to identify which game is the home, away and "neutral" game at the Fall Scheduling Meeting. For the "neutral" game, all costs are split 50/50 between the two teams – ice, \referee scheduling fees, regardless of who initially booked that ice.

### **3. Referee Payment Process**

WHAM will collect all referee fees for scheduled home games. Teams will have (2) payments to cover all scheduled regular season games.

- Regular season game fee = \$40 per referee for games starting prior to 9:55pm and \$45 per referee for games starting after 9:55pm. Two (2) scheduled referees per game.
- WHAM will accept payment in the form of a check or paid online with a credit/debit card. (Note that a processing fee will be included for online payments.)
- Due date for payment 1 (50% of season total) is at the Fall Scheduling meeting (mid-September each year)

- Due date for payment 2 (remaining 50% of season total) is December 10
  - Failure to pay referee payments on time and in full will result in late payment fees of \$25 past the due dates for both September and December payment dates.
    - If the team's referee fees are not paid in full for the entire season by January 1<sup>st</sup>, no referees shall be scheduled for remaining home games. Late cancellation and rescheduling fees will be added to the outstanding balance and carried forward to the following season, if applicable. Additionally, team is not allowed to participate in year-end tourney if fees are outstanding.
    - Referees will be reinstated for home games when fees are received at least 48 hours prior to game time.
  - Checks that are returned will be considered as a failure to pay and late fees above apply in addition to bank fees assessed to WHAM. WHAM mailing address: 1605 River Rock Drive, Carver MN 55315
  - WHAM will coordinate all payments directly to referees through Arbiter's RefPay scheduling system.
  - Any fees for updated and/or rescheduled events incurred will be invoiced and collected by WHAM monthly and paid to the scheduler.
  - Please report all scheduling issues to [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org) and [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org) within 24 hours of your scheduled game.

#### 4. Cancelling a Game

As soon as the game cancellation is known, the team initiating the change shall be responsible for the required notifications to all parties; [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org), [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org), and team managers for opposing team (contact emails found under Contact tab on website).

- **Weather Related.** If a team determines that "severe weather" creates unsafe driving conditions, WHAM encourages teams to cancel the game. WHAM is not responsible for making this decision, however, and the decision is at the discretion of the teams involved. Please note: "severe weather" is defined by warnings defined by the National Weather Service (NWS), as they are tasked with the issuance of weather advisories and warnings. Note that there may be varying degrees of severe weather throughout the state. If the team requesting the cancellation can provide proof of the weather warnings for the geographic location of the rink, then the cancellation request is considered justified and both teams must oblige to the cancellation.

The team requesting the weather related cancellation must email the [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org) and [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org) a minimum of four (4) hours before the game so the referees may be called off. Referee fees will be reimbursed to the home team if the cancellation is recorded 4 hours or greater to game time. In cases where the division plays teams 3 times throughout the season, the 3rd and final game played in the season will be considered the "split cost" game. If the 3rd game is canceled due to severe weather greater than 4 hours prior to the start time, each team would be reimbursed half of the referee fees.

All weather-related cancellations must be made four (4) hours or more prior to game start time. This assures referees are notified within a timely manner to prevent potential unneeded travel to the rinks.

- Weather related games will NOT be rescheduled. Points will be entered as a 0-0 tie.
- If game is cancelled, home team can notify ice rink to cancel use of ice.

Situation	Resolution	Original Fees: ice fees are already paid by home team	Points
Severe Weather game canceled >4 hours prior to start time	Game NOT Rescheduled	Home team pays for ice Referee fees will be reimbursed	0 - 0 tie and 1 point awarded to each team
Severe Weather game canceled <4 hours prior to start time	Game NOT Rescheduled	Team that canceled will be responsible for paying \$150 to opposing team. Referee fees will not be reimbursed and refs paid.	0 - 0 tie and 1 point each awarded.

- **Team Does Not Have Enough Players, Team No Show, or cancels less than 48 hours.** If a team does not have enough Players (minimum 5 skaters and 1 goalie, or 6 skaters) prior to the start of a regularly scheduled game, team fails to show up for a game, or cancels less than 48 hours a willful forfeit occurs. The team causing the willful forfeit must email the [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org) and the [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org) with complete details within 24 hours. The team who caused the willful forfeit earns 0 points and must pay the opposing team \$150. If the willful forfeit is caused by the home team, the home team still must pay opposing team \$150 for inconvenience. If the game is a 3rd game between teams, the team who caused the willful forfeit must reimburse the opposing team for the ref fees and ½ of the ice costs for that game. The fees owed must be paid within 7 days of the willful forfeited event or all games played by the offending team following the willful forfeited event will be forfeited as well, retroactive to the initial willful forfeit.
- If a team does not have enough players on the ice at the end of the warm up clock a willful forfeit will automatically occur. The referees will leave the ice and 2 points will be awarded to the team on the ice. Referees must sign the score sheet and indicate willful forfeit occurred.
- **Additional Willful Forfeits.** A second willful forfeit of a scheduled game will result in the loss of two additional existing points for that team, three points for a third forfeit, etc. For each additional willful forfeit, there will be an additional referee and WHAM fee of \$200.

Situation	Resolution	Penalty Fee	Referee Fees	Points
Cancelling more than 48 hours to game time, not enough players	Willful Forfeit	The team who causes the willful forfeit will be responsible for paying opposing team of \$150	Referee fees will be reimbursed to the home team, by WHAM.	Team causing willful forfeit 0 points, opposing team 2 points. Entered as 1-0 score.
Cancelling less than 48 hours to game time, not enough players or no show	Willful Forfeit	The team who causes the willful forfeit will be responsible for paying opposing team of \$150	Referee fees will be reimbursed by the AWAY team, if AWAY team causes forfeit	Team causing willful forfeit 0 points, opposing team 2 points. Entered as 1-0 score.

- **Late Season Game Cancellations.** If a game scheduled late in the regular season is not played due to lack of referees and rescheduling is difficult due to late season timing, each team will be awarded one (1) point with a score of 0-0.
- **No Officials.** A game may not be played without at least one (1) MH/USAH Certified Official. If one (1) MH/USAH Certified Official is not available, the game must be rescheduled. However, either of the teams may request a Player or Coach who is a certified official (or if there is another credentialed official in the arena) to officiate the game if both teams agree. Approval by both teams must be made prior to the start of the game, and the circumstances must be noted on the score sheet. The home team must notify WHAM scheduler at [refscheduler@whamhockey.org](mailto:refscheduler@whamhockey.org) and [leagueadmin@whamhockey.org](mailto:leagueadmin@whamhockey.org) to inform them there were no officials.
  - **NOTE:** If a game must be rescheduled because of referee “no show”, the fees associated with rescheduling game will be covered by WHAM (ice cost) and WHAM OFFICIALS (Ref fees). **This assumes that all rink locations and times are posted correctly on the WHAM schedule. It is always the responsibility of team managers to carefully proofread all ice reservations with the published WHAM schedule.**

### 5. Game Schedule Issues after the Final Schedule Submission

After the final submission of the season schedule created and agreed upon by all teams who participated at the annual fall scheduling and informational meeting, there will be no rescheduling of games.

- Teams whose ice times are not correct at the meeting and a game is scheduled, will be fined a \$25 reschedule fee to help cover ref and administrative costs associated with their error.
- It is the responsibility of the team manager to verify all ice times and locations with the booking arenas prior to the annual scheduling meeting. All games

scheduled at the meeting are considered as final and will be subject to change fees if incorrect.

## **K. GAME PROTOCOL FOR LEAGUE PLAY**

### **1. USA Hockey Playing Rules**

The Organization will play under USA Hockey Playing Rules, unless otherwise specified in this Handbook.

### **2. Length of Games**

- Duration and Timing of Games.
  - Games will consist of a 5-minute warm-up period (begins at the start of the ice hour), two (2) 17-minute periods of running time, one (1) 12-minute period of stop time, and one (1) minute rest between each of the second and third periods.
  - The third period remains stop time regardless of game score. When the real clock and the game clock match in the 3rd period, the 3rd period goes to run time. In the event the clock has not run out when the arena signals that the ice time is over, the game is concluded at that time.
- No Timeouts. Timeouts in regular season league games are not allowed. Timeouts shall be allowed in WHAM Championship Tournament final games as provided by the applicable rules set forth for such games.

### **3. Score Sheets**

- Completion. The home team supplies the score sheet for the game. Score sheets must be filled out completely, including shots on goal, saves, goals and assists. Coaches, referees and minor officials should all sign the score sheet. Game misconducts, referee complaints and issues with team rosters and minor officials should be CLEARLY noted and described on the score sheets. Altering a score sheet, including reassigning penalties to other players, shall result in monetary fines, suspension from the league and/or loss of game or entry into the WHAM Tournament, as determined by the WHAM Board. When in doubt, write all language appropriate comments on the game score sheet. Each affected team should follow up by contacting its respective Division Commissioner and VP.
- Score sheets. Once a game score sheet has been signed by at least one referee AND a rostered member of each team (preferably a team captain or coach) the score sheet is final. Each team representative's signature means that he/she has reviewed the score sheet and agrees that all roster, penalty and scoring details are accurate. WHAM will rely upon the accuracy of each signed score sheet to settle any game-related disputes. If there is a dispute or the validity of the game is in question that causes a team to refuse to sign the score sheet, the refusing team must make a full report via e-mail to the division commissioner **within 24 hours**. To submit issues please use the wham concerns form located at [www.whamhockey.org](http://www.whamhockey.org) under Rules/Forms tab.

- Submission. Within seven (7) days following the game, the winning team (or home team in the event of a tie) is responsible for updating game stats on the Organization's website and for scanning/emailing the top white copy of the score sheet to the division stat cat. The losing team is responsible for verifying the accuracy of the game information that was inputted from the score sheet on the WHAM website.

- [A1statcat@whamhockey.org](mailto:A1statcat@whamhockey.org)
- [A2statcat@whamhockey.org](mailto:A2statcat@whamhockey.org)
- [B1statcat@whamhockey.org](mailto:B1statcat@whamhockey.org)
- [B2statcat@whamhockey.org](mailto:B2statcat@whamhockey.org)
- [B3statcat@whamhockey.org](mailto:B3statcat@whamhockey.org)
- [C1statcat@whamhockey.org](mailto:C1statcat@whamhockey.org)
- [C2statcat@whamhockey.org](mailto:C2statcat@whamhockey.org)
- [C3statcat@whamhockey.org](mailto:C3statcat@whamhockey.org)

#### 4. Penalties

- Game Penalties & Ejections. In any regularly scheduled game, if any one (1) Player is assessed three (3) penalties (regardless of the minutes associated with those penalties), the Player will be ejected for the remainder of that game.
- Dangerous Action Penalties Resulting in Game Misconducts. Players assessed penalties such as Head Contact, Checking from Behind, Fighting, Charging and hits delivered **with the intent to intimidate or punish the opponent**.
  - Must be penalized in EVERY instance
  - Officials must follow the Standard of Play initiative without hesitation
- Dangerous Action Penalties (DA) Consequences: Any Player receiving one DA penalty may not participate in the next WHAM sanctioned game. If the player receives a second DA penalty she may not participate in the next 5 regular season or tournament WHAM-sanctioned games. Any player who receives a third DA penalty will sit the remainder of that season and must **appear before the board to determine the Player's eligibility to play with the Organization** going forward.

i. Note: **Dangerous Action offenses are cumulative** within a five year period for all members of WHAM. In other words, the tally does not "re-set" at the end of each season, rather than at the end of five years with no additional incidents.

- Game Suspensions. Per MN/USA hockey rules, if a Player is assessed five (5) penalties in a game, the Player will be assessed an additional one-game

suspension. If any Player should have three such ejection/suspensions within the same season, that Player will be subject to an additional two-game suspension. All game suspensions are to be served during the Player's team's next Organization-sponsored game(s) (not scrimmages) regardless if those games occur post-season. If there are no further Organization-sponsored games to be played for the Player's team in the current season, any such suspension of games will be carried over to the start of the Organization's next season. Team Managers are responsible for notifying the division commissioner of game suspensions before the next scheduled game and for assuring that the penalized Player serves the suspension(s).

- **Match Penalties.** Any Player receiving a MATCH penalty **may not participate in further Organization-sanctioned games until the Board convenes a hearing** to determine the Player's status within the Organization. Examples include; kicking, spearing, and blocker punches, all with specific intent to injure. Additional penalties may be assessed based on hearing and review by the board.

#### 5. Officials-Referees

- **Scheduling.** Referees are coordinated through the WHAM Officials Organization for all WHAM teams. Referees for games to be played in the Duluth, Minnesota area, will be coordinated by WHAM Officials through the Referees' Association in the District where the arena is to arrange officials.
- **Certification.** All games must be officiated by two (2) MH/USAH-certified officials.
- **Using One Referee/No Referees.** A game may not be played without at least one (1) MH/USAH Certified Official. When there is only one (1) MH/USAH Certified Official available, the game can still be played if both teams agree prior to the start of the game. The referee who showed is paid his/her normal fee. Teams are not required to pay for the referee who failed to show. The teams should note on the score sheet that only one (1) referee was at the game. If both teams do not agree to play with one (1) referee, the game must be rescheduled, see above. If no referees show for the game and the error is caused by WHAM OFFICIALS scheduling, then WHAM and WHAM OFFICIALS will cover the ice and referee fees for rescheduling that game at the arena of choice for the home team.
- **Official Minimum Age.** Officials must be eighteen (18) years of age and older as of the current hockey season within the Organization. All officials must wear the correct officiating "crest" on the referee's left chest. Per USAH Rules, games without at least one (1) USAH certified officials do not count.
- **Conflicts of Interest.** Referees may only officiate games within the same division in which they play when in-training and accompanied by a mentoring WHAM OFFICIALS referee AND only for games scheduled prior to January 31. Referees may not officiate games involving family members and must inform the WHAM Referee Scheduler of their conflict at [refsupervisor@whamhockey.org](mailto:refsupervisor@whamhockey.org).
- **Officials Conduct.** Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner always. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or



coaches are strictly prohibited. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

- **Official(s) Complaint(s).** If there is an issue or complaint concerning attendance, performance or the quality of a game, write all comments on the score sheet. Please utilize the Officials Conduct Complaint Form located on the Organization's website and send it, along with a copy of the score sheet to [refsupervisor@whamhockey.org](mailto:refsupervisor@whamhockey.org) and your respective Division Commissioner (contact information on the Organization's website).
  - Video submission to the WHAM Board will only be considered if intent is for educational purposes. It cannot be used for supplemental discipline or to challenge a call.
- **Zero Tolerance Policy.** USAH, MH and the Organization enforce a Zero Tolerance Policy whereby referees do not have to accept any form of abuse from Players, Coaches, Team Managers or fans. Teams will be held responsible for the actions of its Players, Coaches, Team Managers and fans if a situation occurs. Penalties and/or disciplinary action may be assessed by the Board **with WHAM OFFICIALS partnership.**

#### **6. Minor Officials-Timekeeper & Scorekeeper**

The home team is responsible for providing an adult(s) (aged eighteen (18) years or older) to run the time clock and keep score. If the home team does not provide an adult to keep the score sheet and run the clock, **the home team must use a Player for these duties or forfeit the game.** Only adults are allowed on the player's bench and in the scorer's boxes.

#### **7. Captains**

Prior to the start of each game teams shall designate one (1) Captain and not more than two (2) alternates on the score sheet. Only one of these designated players shall have the privilege of discussing with the Referee any questions relating to interpretation of rules that may arise during the progress of a game. No goalkeepers shall be entitled to exercise the privileges of Captain. Each designated player should wear the letter "C" or "A" approximately three inches in height and in contrasting color, on the front of the jersey.

Any Captain who comes off the bench and protests or interferes with the Officials for any purpose shall be assessed a minor penalty for unsportsmanlike conduct.

#### **8. Sub goalies**

During registration, goalies may opt to be listed in the WHAM sub-goalie pool. Any WHAM rostered goalie may sub at her primary division and higher in any WHAM season game.

- **Emergency sub-goalies:** If a team cannot find a sub-goalie, the team may choose to play the game with 6 skaters and no goalie, OR a skater may wear the goalie gear and play as an "emergency" sub-goalie. This sub-goalie may not

have previous experience or training at goalie other than similar “emergency sub-goalie” situations. Once a Player has additional experience or any goalie training, she must assess prior to playing goalie in a WHAM game.

- WHAM Championship Tournament sub-goalies: Teams are expected to play the WHAM Championship tournament with the team’s rostered goalie who has played at least half of the team’s scheduled games; however, if teams need to use a sub-goalie in the tournament, they must provide the name of the sub-goalie to the division commissioner and Vice President prior to the game(s). The sub-goalie must be legally rostered within WHAM and eligible to play at that level and not playing on any other team for the tournament.

#### **9. Jerseys**

All teams must have a set of light (predominantly white) and dark jerseys for league play. The home team wears their light jerseys and the visiting team wears their dark jerseys. Jerseys must display a unique number; names are optional. Numbers on jerseys must match the Player number on the team’s roster and the game score sheet.

**Every player rostered (whether as a primary or secondary player) must have a unique jersey number for the entire season that is entered WHAM website stats.**

#### **10. Bench Areas**

Any person on the Players bench during an Organization-sanctioned game or practice must be registered with USAH as a Player or Coach AND must be eighteen (18) years of age or older. Any person in the penalty box or scorekeeper areas must be eighteen (18) years of age or older. Children or pets are not allowed in the penalty box, player’s bench or scorekeeper areas.

#### **11. Electronic Communication**

No electronic devices will be allowed during any regular-season league game or the WHAM Championship Tournament for communication between any Player, Team Manager and/or Coach on the bench with any other person not on the bench. Devices banned include cell phones, PDAs, walkie-talkies, pagers, etc. An exception shall be made for any on-call medical person or other emergency personnel. Such personnel should make every effort to attach the pager securely underneath clothing and gear.

#### **12. Injuries**

- Treatment. Every team should have at least one (1) Coach or team member certified in CPR and First Aid. If an injury appears serious, do not hesitate to call 911.
- Referee’s Role. The referee is responsible for deciding when to stop play for an injury. Due to insurance regulations, the referee cannot treat an injured Player. If the injury is serious, call 911.

- Stopping the Game Clock. Except for the third period (the clock is stopped when the whistle blows), the referee will decide whether to stop the clock or not. Because games must be completed within one (1) hour, the referee will most likely NOT stop the clock.
- Catastrophic Injuries. In the case of a catastrophic injury (an injury that is life-threatening and/or causes paralysis), contact the respective Division Commissioner and VP, the MH Women's Director and the MN District/MH Risk Manager as soon as possible after the injury.
- All other injuries. If the injury is not catastrophic, a Player can still take advantage of the insurance coverage provided by USAH. The injured Player must complete the USAH Case Report & Accident Medical Insurance Claim Form (available on the Organization's website under FAQs/Forms tab) and follow the instructions for submission on the form.

#### L. DIVISION STANDINGS

##### 1. Points

Standings in the divisions shall be determined by a point system as follows:

Win: two (2) points

Tie: one (1) point

Loss or forfeit: zero (0) points

##### 2. Ties

If two (2) or more teams have an equal number of points after all the games have been played, a team's position in the standings shall be determined by:

- The results of the games played between the tied teams in the following order:
  - The points acquired in these games.
  - Subtracting goals scored against from goals scored in these games. The team's position shall be in the order of the greatest surplus.
  - Dividing the goals scored in these games by the goals scored against. The team's position shall be determined in order of the greatest quotient.
- If, after applying the formulas above, the tie still exists, Part 2, a (ii) and (iii) above shall be applied using the total of all the games played by each team. When the tie involves three or more teams, each formula shall be applied in succession until one (1) formula determines the position in the standings for **ALL the teams involved**.

## **M. POST SEASON TOURNAMENT PLAY**

### **1. Division Champions**

Division champions shall be determined by the standings of teams at the end of league play.

### **2. WHAM Championship Tournament**

- **General.** In each Division, the top teams will qualify to participate in the WHAM Tournament as determined by the final Division standings or by the tiebreaker rules as described above.
- **Divisions with subdivisions.** Prior to the start of league play for each season, the Divisions that have two (or more) subdivisions shall vote on the process of determining the top teams who will represent that Division in the WHAM Tournament from one (1) of the three options listed below:
  1. The top teams in the Division as determined by overall points at the end of league play;
  2. The top team in each of the Division's subdivisions as determined by overall points at the end of league play, and then the next top teams in the Division as determined by overall points at the end of league play; or
  3. The Division Commissioner shall record the results of the votes from each of the teams in the Division and notify the respective Division Vice President of the Division's determination.
- **Player Eligibility.** To be eligible for the WHAM Championship Tournament, Players must be on a team's registered players list by January 31<sup>st</sup>. Players may only participate in their rostered positions. (For example, a dual-rostered skater/goalie who skates out on a B2 team and plays goalie on a B1 team may not skate out on the B1 team.) The Board reserves the right to ask for photo identification at any time during the WHAM Championship Tournament. All teams will be audited to ensure players are properly rostered the first week of November, after the start of the season. Teams with any player(s) who are not legally registered are subject to the penalties described in Section E (14).
- **Team Eligibility.** Teams may not participate in the WHAM Championship Tournament if it is discovered they have players not legally registered. Teams also may not participate if they have outstanding financial obligations to WHAM or any other team in WHAM.
- **Substitute Goalie.** A substitute goaltender may play in the WHAM Championship Tournament if the team's registered goalie is not available. (The goaltender must be a registered goalie, eligible to play in the division.) The Team Manager is responsible for notifying the Division Commissioner and Vice President prior to the sub-goalie's participation in the Tournament game.

### **3. Other Tournament Play**

Organization-sponsored Invitational Tournaments sanctioned by MH and USAH must follow the rules for sanctioning as they appear in the MH Bylaws and the MH Tournament Guidebook.

Years in which the USA Women's Nationals are hosted by WHAM, the board will present to the league the format for WHAM teams to qualify for participation in Nationals prior to the start of the season..

#### **IV. AUTHORITY - DISPUTES - APPEALS - SUSPENSIONS**

##### **A. Authority**

- a. Minnesota Hockey Bylaws Article 6 gives WHAM the authority to manage our programs and issue discipline to any party within our jurisdiction. This includes suspension, probation, censure, financial penalty or other forms of discipline.
- b. In cases where such discipline leads to a suspension of the party, a Hearing as outlined below and in USA Hockey Bylaw 10 is required.
- c. Exclusions – Hearings are not required for skills assessment issues, automatic playing rule suspensions, suspensions of officials per MHOA Bylaws, or situations as outlined in the USA Hockey Bylaws Article 10, "Exclusions from Unified Procedure"

##### **B. Disputes**

- a. WHAM is required to provide for prompt and equitable resolution of disputes, including notice and the right to a hearing.
- b. A party contesting an Administrative Action shall be afforded a Hearing.

##### **C. Hearings:**

USA Hockey has developed a unified process on how to conduct Hearings (USAH Bylaw 10). The Hearing must closely follow this process to resolve disputes.

- a. WHAM must hear disputes within thirty (30) days, provide a minimum of seven days' notice of the Hearing date and location, and make reasonable efforts to convene the hearing in a location accessible to all parties. The Hearing Notice must include the process and rules that will be used to conduct the Hearing. In suspension/discipline cases, the grounds for the proposed suspension/ discipline, the consequences of an adverse finding, and issues to be resolved by the Hearing panel should be included in the notice.
- b. The Hearing Panel shall consist of a minimum of three (3) reasonably impartial persons.
- c. The panel may in its discretion hold a formal or informal Hearing, in person or by telecom; hear any evidence it feels is relevant; place limitations on time, evidence and documentation; allow witnesses or written statements; and

establish other hearing rules. Each party shall be treated equally, and shall have reasonable opportunity to present their case, in accordance with the established rules.

- d. Parties may be represented by counsel, but the counsel's role in the Hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the Hearing.
- e. Findings must be supported by a preponderance of the evidence (more likely true than not true) that an applicable rule has been violated. The decision logic must be included in the written findings. The Panel must endeavor to render its decision within (5) days of the Hearing and mail a written decision within (15) days of the Hearing. The decision must include the parties' right(s) of appeal. Decisions can affect only parties that were part of the Hearing (cannot be expanded to discipline a party that was not a subject of the Hearing).

#### **D. Appeals**

Any player, coach or team who has a standing in the matter may appeal a disciplinary or administrative action, in writing, to the WHAM Board for a period of ten (10) calendar days, after a decision was rendered or a hearing refused. Such appeal must state that it is an appeal, and provide the rationale, citing the applicable rule or regulation, as to why the disciplinary suspension or administrative action should be overturned or modified. In all appeals, the appealing party is required to establish the merits of the appeal. The Board shall make a written determination within twelve (12) calendar days of receipt of a valid appeal. The decision of the Board may be appealed, in writing, for a period of ten (10) calendar days to the Minnesota Hockey Women's Director, who will issue a written ruling within twelve (12) calendar days. Any decision of the Women's Director may be appealed for a period of ten (10) calendar days to the MH Grievance Committee which must make a written determination within twelve (12) calendar days of receipt of a written appeal. The decision of the Grievance Committee shall be final except as noted in the paragraph hereinafter titled "USAH Appeal".

#### **E. Appeal Process**

- a. The Board and Grievance Committee may make their determination by holding personal meetings, or communicating through the mail, e-mail or conference call(s).
- b. The "Hearing" format is not typically used for appeals, since the intent is to review the appropriateness of the initial decision, not to provide another forum in which to present the same arguments or evidence. Appeals are generally handled solely on written submissions, and the appealing parties should be notified that no personal appearances can be made.
- c. The appealing party must provide a basis for the appeal by referring to the relevant rules and/or regulations and describing why the previous decisions made were flawed or incorrect. These elements are essential when considering the basis for appeal. Appeal Requests lacking this information may be rejected for cause.

- d. Only the evidence and theories explicitly presented to the initial decision-making body for consideration prior to rendering of its decision shall be presented or considered for appeal. In the event new evidence is discovered, it must be identified as such and included in the Appeal Request. If it is determined by the entity considering the appeal that the new evidence would have likely affected the initial decision, the matter will be referred to the initial hearing body.
- e. If the entity considering the appeal uses a Hearing format to assist in making its determination, the process in the paragraph titled "Hearings" hereinbefore will be used.
- f. **USAH Appeal:** Decisions of the MH Grievance Committee may be appealed to USAH according to the provisions of USAH Bylaw 10 - Dispute Resolution, Discipline, and Arbitration.
- g. **Court Actions:** Any recourse to the courts of any jurisdiction by any member or individual before all the rights and remedies available under the MH Articles and By-Laws and USA Hockey Bylaws have been exhausted, shall be deemed conduct detrimental to the best interests of hockey and a violation of the MH and USAH Articles and By-Laws. This violation will result in suspension of membership and/or expulsion from the organization pursuant to the provisions of this Article.

***End of the Organization's Operating Rules***

## ARTICLE I. OFFICES

**Section 1.01. Registered Office.** The registered office of the Women's Hockey Association of Minnesota (the "Organization") in the State of Minnesota shall be as stated in the Articles of Incorporation (the "Articles"), or at such other place within the state as the Board of Directors (or the "Board") may designate from time to time.

**Section 1.02. Other Offices.** The Organization may have such other offices within and without the State of Minnesota as the Board may determine.

## ARTICLE II. MEMBERS

**Section 2.01. Members.** The following shall be deemed to be a Member (as defined herein) of the Organization for each Membership Year: each team registered with the Organization who is in good standing with USA Hockey and Minnesota Hockey ("MH") (the "Member"). The membership year shall commence September 1 of each year and end on August 31 of the following year. There shall be no limit on the number of Members.

**Section 2.02. Voting.** Each Member of the Organization shall have one (1) vote at all meetings of Members.

**Section 2.03. Member Representative.** Each Member shall appoint two (2) individuals to serve as the principal contact with the Organization (the "Member Representative" and the "Alternate Member Representative"). The Member Representative shall cast any vote to be cast by the Member and shall have the authority to bind the Member to any financial obligation that accompanies membership in the Organization. If the Member Representative cannot fulfill its duties to the Member, the Member shall direct the Alternate Member Representative to act on behalf of the Member. The Member may change its Member Representative or its Alternate Member Representative by submitting the name of such the Member Representative to the Organization in writing signed by an individual, or by email, with the authority to legally bind the Member. In no event shall a Member Representative represent more than one (1) Member at any meeting of the Members.

**Section 2.04. Termination of Membership.** A membership shall be automatically terminated when a Member is no longer eligible for membership as provided in Section 2.01 of this Article II.

## ARTICLE III. MEETINGS OF MEMBERS

**Section 3.01. Annual Meeting (revised 9.23.17 with membership vote).** The Annual meeting of the Members of this Organization for the purposes of the election of Directors, the presentation of reports on the activities and financial condition of the Organization, league Scheduling, and any other business properly brought before the Members of the Organization shall be held in the Fall of each year as may be designated from time to time by the Board and at the place, within or without the State of Minnesota, designated from time to time by the Board. It is the normal obligation of each Member to attend the annual meeting in whatever format that meeting occurs. Notification shall be by newsletter, the Organization's website, and electronic mail at least thirty (30) days prior to the meeting date. Such notice shall contain the date, time and place of the meeting or an expected date by which meeting preparation of information shall be received.



**Section 3.02. Special Meetings.** Special meetings of the Members of the Organization may be called at any time by (i) the President, (ii) three (3) members of the Board, or (iii) upon written request of at least ten percent (10%) of the Members of the Organization whichever is less. Anyone entitled to call a special meeting of the Members may make written request to the Secretary to call the meeting, and the Secretary shall then give notice of the meeting, setting forth the time, place and purpose thereof, to be held no later than twenty-one (21) days after receiving the request. If the Secretary fails to give notice of the meeting within seven (7) days from the date on which the request is received, the Member or Members who requested the meeting may fix the time and place of the meeting and give notice thereof in the manner hereinafter provided. If a special meeting is demanded by the Members, the meeting shall set by the Board. The business transacted at a special meeting is limited to the purposes stated in the notice of the meeting.

**Section 3.03. Notice.** Notice of each meeting of the Members stating the date, time and place thereof, shall be made by the following means: newsletter, the Organization's website, electronic mail, fax, or other postal service mailed first class. The notice shall be made no less than thirty (30) days before the meeting, excluding the day of the meeting, to each Member.

**Section 3.04. Members List for Meeting.** The Board shall fix a date not more than thirty (30) days before the date of a meeting of the Members as the date for determination of the Members entitled to notice of the meeting. If the Board fails to set such a date, the date shall be the thirtieth (30<sup>th</sup>) day before the date of the meeting. After fixing a record date for a meeting, the Secretary shall prepare a list of the names by Division (in alphabetical order), and addresses of each member entitled to vote at the meeting. Beginning two (2) business days after notice of the meeting is given, the list shall be available at the registered office of the Organization for inspection and copying on written demand by any Member (or the agent or attorney of any Member), at the Member's expense, for the sole purpose of communication with other Members concerning the meeting. The list shall be made available through the date of the meeting and at the meeting.

**Section 3.05. Voting; Quorum.** In order to cast a vote at any meeting of the Members, the Member must be present in person. No Member may vote by proxy. Cumulative voting shall not be permitted. The presence of a majority of the Members shall constitute a quorum at any meeting thereof. The Members present and entitled to vote at any meeting, although less than a quorum, may adjourn the meeting from time to time until a quorum is present. A majority vote of the Members present and entitled to vote at any meeting at which a quorum is present shall be sufficient to transact any business. When any meeting of the Members is adjourned to another time and place, notice of the adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken.

#### **ARTICLE IV. BOARD OF DIRECTORS**

**Section 4.01. General Powers.** The general governance, management and direction of the Organization shall be vested in the Board of Directors (the "Board"), which shall be authorized to exercise all corporate powers except as limited by law, the Internal Revenue Code of 1986, as amended, the Articles, or these Bylaws.

**Section 4.02. Number, Appointment, and Qualification.** The Board shall be composed of not less than five (5) or more than ten (10) individuals. No more than two (2) persons from the same Member team or MH Association may serve at the same time as a member of the Board. Any newly created Directorships shall initially be filled by the Board. With

the exception of the Vice President A Division, Vice President B Division, and Vice President C Division, all Directors shall be elected by an affirmative vote of the Members at the Annual WHAM meeting. The members of the A, B and C divisions shall each elect their respective Division Vice President. Each Director elected by the Members, and any Director elected by the Board to fill a newly created Directorship, shall serve until such Director's successor is elected and qualified.

**Section 4.03. Titles and Duties of Directors** The Board shall consist of the: President, Treasurer, Secretary, Vice President A Division, Vice President B Division, Vice President C Division, Past President and MH Women's Director.

**4.3.1. President.** The President shall preside at all meetings of the Board, actively manage the business and affairs of the Organization, and see that all orders and resolutions of the Board are carried into effect. The President shall be responsible to the Board for the application and implementation of established policies in the operations of the Organization. The President may execute on behalf of the Organization all contracts, deeds, conveyances and other instruments which may be required or authorized by the Board. In general, the President shall perform all duties usually incident to the office of President and all duties prescribed by the Board.

**4.3.2. Secretary.** The Secretary shall attend all meetings of the Board and shall record or cause to be recorded all proceedings of such meetings in the minute book of the Organization. The Secretary shall give or cause to be given proper notice of all meetings of the Board. If one (1) or more assistant secretaries are elected or appointed by the Board, the Secretary may delegate thereto any of the foregoing duties. The Secretary shall perform such other duties as prescribed by the Board or by the President.

**4.3.3. Treasurer.** The Treasurer shall be responsible for the keeping of accurate financial records for the Organization. The Treasurer shall be responsible for the depositing of all moneys, drafts, and checks in the name of and to the credit of the Organization in such banks and depositories as the Board may, from time to time, designate. The Treasurer shall have power to endorse for deposit all notes, checks, and drafts received by the Organization and issue checks and drafts in the name of the Organization as ordered by the Boards, making proper vouchers for deposit. The Treasurer shall disburse the funds of the Organization as ordered by the Board, making proper vouchers therefore. The Treasurer shall render to the President and the Board, whenever requested, an account of all his or her transactions as Treasurer and of the financial condition of the Organization. If one (1) or more assistant Treasurers are elected or appointed by the Board, the Treasurer may delegate thereto any of the foregoing duties. The Treasurer shall attend all meetings of the Board. The Treasurer shall perform such other duties as prescribed by the Board or by the President.

**4.3.4. Division Vice Presidents.** The term "Division Vice Presidents" includes, but is not limited to, the A Division, the B Division, and the C Division, or such divisions as shall be established from time to time by the Board. It shall be the duty of the Division Vice Presidents, to appoint, organize, supervise and manage the duties of Division Commissioners, including, but not limited to, ensuring that the Division Commissioners: (i) supervise and enforce the rules and regulations of the Organization; (ii) meet with his/her respective Member teams to organize all aspects of the league each year; (iii) coordinate game scheduling; (iv) ensure statistical standings are correct and up to date;

(v) collect any assessed fees and work in conjunction with the Treasurer to collect such fees; (vi) mediate issues between Member Teams; (vii) act as a liaison between Member teams and its associated Division Vice President; (viii) attend meetings as directed by the Division Vice President; (ix) attend Board meetings as directed by the Division Vice President or the Board; (x) assist in organizing and volunteering at the League End of Season Tournament; and (xi) enforce the rules and regulations of MH, including tournament play. The Division Vice Presidents shall be a liaison between Member teams in their respective Division, the Division's Commissioners, and Board. The Division Vice Presidents shall attend all meetings of the Board. The Division Vice Presidents shall perform such other duties as prescribed by the Board or by the President.

**4.3.4.1. Division Commissioners.** The Board shall establish, from time to time, divisions by skill level, including, but not limited to the following divisions: A1, A2, B1, B2, B3, C1, C2 and C3. Each division shall be under the supervision of a Division Commissioner, who shall be appointed by the respective Division's Vice President but who is not considered to be a Board member. It shall be the duty of the Division Commissioners to assist the Division Vice President in: (i) supervising and enforcing the rules and regulations of the Organization; (ii) meeting with his/her respective Member teams to organize all aspects of the league each year, (iii) assisting with the coordination of game scheduling; (iv) ensuring statistical standings are correct and up to date; (v) collecting any assessed fees and working in conjunction with the Treasurer to collect such fees; (vi) mediating issues between Member Teams; (vii) acting as a liaison between Member teams and its associated Division Vice President; (viii) attending meetings as directed by the Division Vice President; (ix) attending Board meetings as directed by the Division Vice President or the Board; (x) organizing and volunteering at the League End of Season Tournament; and (xi) other duties as assigned by the Division Vice President or the President of the Organization.

**4.3.5. Past President.** For a period of twelve (12) months following the end of the President's term, including all terms for which such President has been re-elected to the Board, such Past President shall attend the meetings of the Board as may be requested from time to time by any member of the Board, provided, however, that any request to attend a meeting of the Board shall be given to the Past President no sooner than seven (7) days prior to the date of such meeting. In general, the Past President shall perform all duties prescribed by the Board.

**4.3.6. Minnesota Hockey Women's Director.** Duties of the Minnesota Hockey Women's Director (the "MH Women's Director") shall be to organize, supervise and enforce the rules and regulations of Minnesota Hockey, including tournament play, and to perform such other duties as assigned by the Board and/or President of MH. The essential responsibilities of the MH Women's Director shall be: (i) represent registered women hockey playing members as a voting member of MH Board of Directors; (ii) coordinate adult women's hockey throughout the state; (iii) act as a liaison between MH and adult women's programs such as the MH Rules Committee, the MH Officials Association, the MH Screening Committee, and the state and/or district registrar; (iv) attend MH scheduled meetings and provide a written report on women's hockey; and (v) attend the meetings of the Board as may be requested from time to time by any member of the Board, provided, however, that any request to attend a meeting of the Board shall

be given to the MH Women's Director no sooner than seven (7) days prior to the date of such meeting.

**Section 4.04. Term.** All Directors, except for the MH Women's Director, shall be elected to a two (2) year term and until his or her successor shall have been duly elected and qualified or until the earlier death, resignation, removal or disqualification of such Director. The President, Treasurer, B Division Vice President shall be elected in years ending with an even number, and the Secretary, C Division Vice President and A Division Vice President shall be elected in years ending with an odd number. The MH Women's Director shall be elected to a three (3) year term, with such initial election occurring during the year 2010.

All newly elected Directors shall begin serving their terms immediately following the Fall Meeting elections. Out-going Directors will continue to serve until October 31<sup>st</sup> of the same year. Voting authority belongs to the incoming Directors.

**Section 4.05. Vacancies.** Any vacancy occurring on the Board may be filled by the affirmative vote of a majority of the Directors then holding office at any meeting of the Board. A Director elected to fill a vacancy shall hold office for the unexpired term of the vacated Director position.

**Section 4.06. Removal of Directors.** Any one (1) or more of the Directors may be removed by the Members at any time, with or without cause, in accordance with applicable law. The Board may remove any Director who: (i) has failed to attend two (2) or more regular meetings of the Board for which notice was properly given during any calendar year; (ii) has failed to perform the Director's duties as defined in Section 4.03 of these Bylaws or acts in an unprofessional or unethical manner, provided, however, that such Director has received written notice of the acts, behavior or omissions that constitute either failure to perform the Director's duties under Section 4.03 of these Bylaws, or unprofessional or unethical, and that such Director shall have a reasonable opportunity to correct such performance, which in no event shall be less than thirty (30) days nor more than sixty (60) days; (iii) has been declared of unsound mind by a final order of a court of competent jurisdiction; (iv) has been convicted of or plead no contest to a felony; (v) has been found by a final order or judgment of a court of competent jurisdiction to have breached any duties imposed by Chapter 317A of the Minnesota Statutes.

**Section 4.07. Resignation of Directors.** A Director may resign at any time by giving written notice to the Board. Such resignation shall be effective upon delivery of the notice to any Officer of the Organization unless a later effective date is specified in the notice.

**Section 4.08. Compensation of Directors (revised 9/23/17 with membership vote).** Directors shall serve without compensation for their board specific roles; however, the Board may approve reimbursement of a Director's actual and necessary expenses while conducting business for the Organization and effective 9/23/17 all board members and uncompensated board support members shall be reimbursed for WHAM registration fee and USA Hockey fee. Directors shall receive reimbursement for actual costs to register with USA Hockey, WHAM and Minnesota Hockey.

## ARTICLE V. MEETINGS OF BOARD OF DIRECTORS

**Section 5.01. Annual Meetings of Board.** An annual meeting of the Board of the Organization for the purpose of transacting such business as may properly come before the meeting shall be held each year at such time and place as the Board may designate; provided, however, that no other business with respect to which special notice is required by these Bylaws shall be transacted unless such notice shall have been given.

**Section 5.02. Regular Meetings.** Regular meetings of the Board may be held from time to time at such time and place as the Board may designate.

**Section 5.03. Special Meetings.** A special meeting of the Board may be called for any purpose or purposes at any time by any Officer or upon written request of any three (3) Directors of the Organization. Special meetings of the Board shall be held at the principal office of the Organization or at such other place as the Board may designate.

**Section 5.04. Notice of Meetings.** Written notice of each regular and special meeting of the Board stating date, time, and place and, in the case of a special meeting, the purpose thereof, shall be made by the following means: newsletter, the Organization's website, electronic mail, fax, or other postal service mailed first class. The notice shall be made not less than five (5) nor more than thirty (30) days prior to the meeting to each Director entitled to vote at the meeting at his or her last address according to the available records of the Organization. No business shall be transacted at a special meeting except that which has been specified in the notice of meeting.

**Section 5.05. Waiver of Notice.** A Director may waive notice of a meeting of the Board. A waiver of notice by a Director entitled to notice is effective whether given before, at, or after the meeting, and whether given in writing, orally, or by attendance. Attendance by a Director at a meeting is a waiver of notice of that meeting unless the Director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

**Section 5.06. Voting.** The following Directors shall each have the right to one (1) vote at all meetings of the Board: President, A Division Vice President, B Division Vice President, C Division Vice President, Treasurer and Secretary (collectively the "Voting Directors"). The following Directors shall not have a vote on matters brought before Board: Past President and MH Women's Director (collectively the "Non-Voting Directors"). Except as otherwise provided in the Minnesota Statutes, the Articles, or these Bylaws, all questions at a meeting of the Board at which a quorum is present shall be decided by the affirmative majority vote of the Voting Directors present in person at the meeting.

**Section 5.07. Quorum.** At each meeting of the Board, the presence in person of at least one-half of the Voting Directors currently holding office shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the Directors present. If a quorum is present when a duly called or held meeting is convened, the Directors present may continue to transact business until adjournment, even though the withdrawal of Directors originally present leaves less than the proportion or number otherwise required for a quorum.

**Section 5.08. Adjournments.** If any meeting of the Board is adjourned to another time or place, no notice as to such adjourned meeting need be given other than by announcement at

the meeting at which such adjournment is taken. At an adjourned meeting at which a quorum is present, any business may be transacted that might have been transacted at the meeting as originally noticed.

**Section 5.09. Meetings by Electronic Communication.** A conference among Directors by means of communication through which the Directors may simultaneously hear each other during the conference is a board meeting if the same notice is given of the conference as would be required for a meeting and if the number of Directors participating in the conference is a quorum. Participation in a meeting by this means is personal presence at the meeting.

**Section 5.10. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board may be taken by written action signed by the number of Voting Directors who would be required to take the same action at a meeting of the Board at which all Voting Directors were present; provided, however, that all Voting Directors must be notified immediately of its text and effective date; and provided further that the written action is effective when signed by the required number of Voting Directors, unless a different effective time is provided in the written action. Failure to provide the notice does not invalidate the written action. A Voting Director who does not sign or consent to the written action is not liable for the action.

**Section 5.11. Conflict of Interest.** The Board shall conduct all of its meetings and business in accordance with the provisions of §317A.255 of the Minnesota Nonprofit Corporation Act.

## ARTICLE VI. COMMITTEES

**Section 6.01. Other Committees.** The Board may designate one (1) or more other committees from time to time, as described in Exhibit A to these Bylaws, and may adopt such regulations as it deems advisable with respect to the membership, authority, and procedures of such committees.

**Section 6.02. Rules of Procedure.** Subject to these Bylaws, and to such regulations as the Board may adopt from time to time, each committee designated by the Board may fix its own rules of procedure and may hold meetings at such times and places as it may, from time to time, determine.

**Section 6.03. Meetings by Electronic Communication.** A conference among committee Members by a means of communication through which the committee Members may simultaneously hear each other during the conference is a committee meeting if the same notice is given of the conference as would be required for a meeting and if the number of committee Members participating in the conference is a quorum. Participation in a meeting by this means is personal presence at the meeting.

**Section 6.04. Notice of Meetings.** Written notice of each meeting of the committee Members stating date, time, and place shall be made by the following means: newsletter, the Organization's website, electronic mail, fax, or other postal service mailed first class. The notice shall be made not less than five (5) nor more than thirty (30) days prior to the meeting to each committee member at his or her last address according to the available records of the Organization; provided, however, that if the day or date, time, and place of a committee meeting has been announced at a previous meeting of the committee, notice is not required.

**Section 6.05. Waiver of Notice.** A committee member may waive notice of a meeting of a committee. A waiver of notice by a committee member entitled to notice is effective whether given before, at, or after the meeting and whether given in writing, orally, or by attendance. Attendance by a committee member at a meeting is a waiver of notice of that meeting unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

**Section 6.06. Quorum.** At each meeting of a committee, the presence in person of at least a majority of the currently appointed committee Members shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the committee Members present. If a quorum is present when a duly called or held meeting is convened, committee members present may continue to transact business until adjournment, even though the withdrawal of committee members originally present leaves less than the proportion or number otherwise required for a quorum.

**Section 6.07. Voting.** Except as otherwise provided in the Minnesota Statutes, the Articles, or these Bylaws, all questions at a meeting of a committee at which a quorum is present shall be decided by the affirmative vote of a majority of the committee members entitled to vote and who are present in person at a duly held meeting.

**Section 6.08. Adjournments.** If any meeting of a committee is adjourned to another time or place, no notice as to such adjourned meeting need be given other than by announcement at the meeting at which such adjournment is taken. At an adjourned meeting at which a quorum is present, any business may be transacted that might have been transacted at the meeting as originally noticed.

**Section 6.09. Action Without a Meeting.** An action required or permitted to be taken at a committee meeting may be taken by written action signed by the number of committee members who would be required to take the same action at a meeting of the committee at which all committee members were present; provided, however, that all committee members must be notified immediately of its text and effective date and provided further that the written action is effective when signed by the required number of committee members unless a different effective time is provided in the written action. Failure to provide the notice does not invalidate the written action. A committee member who does not sign or consent to the written action is not liable for the action.

**Section 6.10. Minutes.** Committees shall keep full and complete records of all meetings and actions. Minutes of committee meetings must be provided to the Secretary of the Organization within ten (10) days of such meeting, and such minutes must be made available upon request to members of the committee and to all Directors.

## **ARTICLE VII. INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS**

**Section 7.01. General.** The Organization shall indemnify its Officers, Directors, committee members, and agents in the manner set forth in Minnesota Statutes Section 317A.521, provided the Organization has made such determination or determinations, if any, as it may reasonably require to establish that the standards set forth in Minnesota Statutes Section 317A.521, subd. 2, have been met. In addition, the Organization may, in the sole discretion of its Board, indemnify such persons or any other person under such circumstances

or different circumstances as the Board shall deem appropriate as long as the Board reasonably believes such indemnification to be in the best interests of the Organization.

**Section 7.02. Advancement of Expenses.** If a person is made or threatened to be made a party to a civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of the Organization, the person is entitled, upon written request to the Organization, to payment or reimbursement by the Organization of reasonable expenses, including attorneys' fees and disbursements, incurred by the person in advance of the final disposition of the proceeding upon receipt by the Organization of a written affirmation by the person of a good faith belief that the criteria for indemnification described in Section 7.01 above have been satisfied and a written undertaking by the person to repay the amounts paid or reimbursed by the Organization if it is determined that the criteria for indemnification have not been satisfied; and after a determination that the facts then known to those making the determination would not preclude indemnification under this section. The written undertaking is an unlimited general obligation of the person making it but need not be secured and must be accepted without reference to a financial ability to make the repayment.

**Section 7.03. Rights Not Exclusive.** The indemnification provided by this article shall continue as to a person who has ceased to be a Director, Officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person. Nothing contained in this article shall affect any rights to indemnification to which the Organization's personnel, other than Directors and Officers, may be entitled by contract or otherwise under law.

**Section 7.04. Insurance.** The Organization may buy and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Organization or who is or was serving at the request of the Organization as a Director, Officer, employee, or agent of another Organization, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity.

## ARTICLE VIII. FISCAL MATTERS

**Section 8.01. Accounting Year.** The accounting year of the Organization shall be be commence on September 1 and end on August 31 of each year.

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**Section 8.02. Contracts.** The Board may authorize such Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be either general or confined to specific instances. Contracts and other instruments entered into in the ordinary course of business may be executed by the President, or, in the absence of, or pursuant to a delegation by, the President, by such Officer designated to act in the place of or in the absence of the President, without specific Board authorization.

**Section 8.03. Authority to Borrow; Encumber Assets.** No Director, Officer, agent, or employee of this Organization shall have the power or authority to borrow on its behalf, to pledge its credit, or to mortgage or pledge its property except within the scope and to the extent of the authority delegated by resolutions adopted from time to time by the Board. The authority may be given by the Board for any of the above purposes and may be general or limited to specific instances.

**Section 8.04. Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money issued in the name of the Organization shall be signed by such Officer or Officers, agent



or agents of the Organization and in such manner as shall be determined by resolution of the Board or by the President or Treasurer upon delegation by the Board.

**Section 8.05. Deposits.** All funds of the Organization not otherwise employed shall be deposited from time to time to the credit of the Organization in such banks, trust companies or other depositories as the Board or the President or Treasurer upon delegation by the Board may select.

**Section 8.06. Maintenance of Records; Audit.** The Organization shall keep at its registered office correct and complete copies of its Articles and Bylaws, accounting records, voting agreements, and minutes of meetings of Members, Board, and committees having any of the authority of the Board for the last six (6) years. All such other records shall be open to inspection upon the demand of any member of the Board of the Organization. The Board shall cause the books and records of account of the Organization to be audited by certified public accountants, to be selected by the Board, at least once in each fiscal year and at such other times as it may deem necessary or appropriate.

**Section 8.07. Corporate Seal.** The Organization shall have no corporate seal.

#### ARTICLE IX. CONFLICT OF INTEREST

**Section 9.01. Conflict of Interest.** The Board shall develop and adopt a conflict of interest policy that shall apply to all Directors, Officers, committee members and key employees. Such policy shall require Directors, Officers, committee members and key employees to annually acknowledge reviewing the conflict of interest policy.

#### ARTICLE X. AMENDMENT

**Section 10.01. Amendment to Articles of Incorporation.** The Organization's Articles may be altered, amended or restated by the Board to omit or include any provision which could be lawfully omitted or included at the time of such amendment, provided that the Members of the Organization shall approve all such amendment(s) before the same shall become effective. Any number of amendments, or an entire revision or restatement of the Articles, may be voted upon at a meeting of the Board, or approved by action in writing, where due notice of the proposed amendment has been given, and shall be adopted upon the affirmative vote of at least two-thirds (2/3) of all Voting Directors entitled to vote on the proposed amendment or revision, and upon the approval of a majority of the Members.

**Section 10.02. Amendment to Bylaws.** The Organization's Bylaws may be altered, amended or restated by the Board to omit or include any provision that could be lawfully omitted or included at the time of such amendment. Any number of amendments, or an entire revision or restatement of the Bylaws, may be voted upon at a meeting of the Board, or approved by action in writing, where due notice of the proposed amendment has been given, and shall be adopted upon the affirmative vote of two-thirds (2/3) of all Voting Directors entitled to vote on the proposed amendment or revision and upon the approval of a majority of the Members.

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#### ARTICLE XI. AFFILIATION WITH MINNESOTA HOCKEY

**Section 11.01. Minnesota Hockey Indemnity.**

**11.1.1.** The Organization, as an affiliate of MH, shall indemnify and hold harmless MH, the Board of Directors of MH and each member thereof, the Executive Committee of MH and each member thereof, the councils and committees of MH and each member thereof, and all other elected, appointed, employed or volunteer representatives of MH from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the Organization except to the extent that: (i) MH, or its afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default; or (ii) that such acts or admissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, and decisions of the Board of Directors of MH. Further, the Organization understands and acknowledges that MH and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this provision.

**11.1.2.** The Organization shall reasonably cooperate with MH in any litigation and provide reasonable support in connection therewith, including, but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require MH to incur any out of pocket expenses not reimbursed by the Organization.

**Section 11.02. Affiliation with Minnesota Hockey.** The Organization as an affiliate of MH, shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, and decisions of the Board of Directors of MH, and such documents and decisions shall take precedence over and supersede all similar governing documents of the Organization. Further, the Organization shall: (i) assist MH in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MH, within and upon its members and/or within its jurisdiction; and (ii) agree to be guided by the core values of USA Hockey and MH:

**SPORTSMANSHIP** – Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

**RESPECT FOR THE INDIVIDUAL** – Treat others as you expect to be treated.

**INTEGRITY** – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

**PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS** – Each member of the Organization, whether Player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

**ENJOYMENT** – It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

**LOYALTY** – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

**TEAMWORK** – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## **ARTICLE XII. MISCELLANEOUS**

**Section 12.01. Principal Office.** The principal office of the Organization, at which the general business of the Organization shall be transacted and at which the general records of the Organization shall be kept, shall be within or without the state of Minnesota as the Board may, from time to time, designate.

**Section 12.02. Rules.** The Board shall promulgate operating rules governing play within the jurisdiction of the Organization. The operating rules can be amended from time to time by two-thirds (2/3) vote of the Voting Directors entitled to vote. All amendments to the rules shall be posted to the Organization's website within fifteen (15) days after any such amendment has been approved.

### **EXHIBIT A**

#### **SECTION 6.01 LISTING OF COMMITTEES**

1. Assessment
2. State Tournament
3. Grievance