



**ROCKY MOUNTAIN DISTRICT
POLICIES and PROCEDURES**

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ROCKY MOUNTAIN DISTRICT POLICIES AND PROCEDURES MANUAL

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SECTION 1 Affiliate Jurisdiction

The Rocky Mountain District Hockey, Inc. (RMD) recognizes the right of each Affiliate to have exclusive power over their leagues, teams, and players according to the USA Hockey Bylaws and the Affiliate Agreement.

SECTION 2 Rocky Mountain District Registrar

Unless otherwise interpreted in writing by the USA Hockey Board of Directors, the duties and responsibilities of the District Registrar shall be as delineated in these policies and procedures from time to time and the current USA Hockey Annual Guide. In addition, the District Registrar shall be given responsibility for the following duties as a non-voting member of the RMD:

2.1 The District Registrar or their designee shall be responsible for team/player credentials verification. Any appeal of the District Registrar's decision must be per the USA Hockey Annual Guide and/or the USA Hockey National Tournament Guidebook for the current playing season.

SECTION 3 District Fees

Fees for the operations of the Rocky Mountain District shall be set at the RMD Winter Meeting, typically held during the USA Hockey Winter Meetings, by a majority vote of the RMD Board of Directors.

SECTION 4 Expense Reimbursement

4.1 Expense Reimbursement: In order to be reimbursed by the District, all reimbursement requests must be in writing with original receipts attached, where practical.

4.2 Reimbursement Approval: Budgeted/Non-Budgeted Items – Expenses incurred for budgeted items not to exceed \$1000 per year must be approved by the RMD Treasurer. Reimbursement for non-budgeted items not to exceed \$1000 per year must be approved by the Executive Committee of the RMD Board of Directors. Approval for non-budgeted items in excess of \$2000 must be approved by a majority vote of the RMD Board of Directors.

SECTION 5 Rocky Mountain District Grants

5.1 Requests for Grants: Requests for RMD Grants for the following year shall be presented in writing to the RMD Board of Directors for review at each RMD Annual Meeting. Grants shall be approved by majority vote of the RMD Board of Directors. The RMD shall not become indebted when funding grants.

5.2 Statement of Purpose and Preliminary Budget: Requests for RMD grants shall be accompanied by a preliminary budget and reasonable statement of the purpose for the grant and its expected accomplishments. Any request for a RMD Grant shall be matched dollar for dollar by the Affiliate requesting said RMD Grant.

5.3 Reports: If a requested Grant is approved, the Affiliate requesting the grant shall be responsible for submitting a report to the RMD Board of Directors meeting held during the term of the grant. Included in this report should be a synopsis of events, successes, failures, funds expended and future outlook.

5.4 Payments and Reimbursements - Payment for all expenses shall be made by the RMD Treasurer when such payment is requested by the Affiliate receiving the grant. All expenses shall be included on the Affiliate's final report and shall include original receipts.

5.5 USA Hockey and other Grants - All requests for grants shall include a statement of any grants from other entities, including USA Hockey, to which the RMD Grant will be added.

SECTION 6 Player Eligibility to Participate in Programs Other Than Home Affiliate

6.1 Players domiciled in one RMD Affiliate may not participate as a member in any program in another RMD Affiliate unless such player is in good standing with their home Affiliate and member association. The Affiliate and member association the player seeks to transfer to shall notify his/her home Affiliate and member association to confirm the player's good standing status before adding such player on a USA Hockey 1T roster.

SECTION 7 Rocky Mountain District Sanctioning of Invitational Tournaments

7.1 Definition: An invitational tournament is defined as an ice hockey competition, other than normally scheduled league or exhibition games, where three or more legally-registered teams compete within a specified time frame for the purpose of declaring a champion. This shall include gatherings consisting of more than three (3) teams even though no winners are declared.

7.2 All invitational ice hockey tournaments held within the RMD that involve USA Hockey registered teams and/or another amateur hockey federation or association must receive the sanction of the Rocky Mountain District Registrar in writing.

7.3 The conditions for sanction of an ice hockey tournament shall be as outlined and described in the latest edition of the USA Hockey Annual Guide, including the payment of sanction fees to USA Hockey.

7.4 In addition to the sanction fee payment to USA Hockey, an application to host an invitational ice hockey tournament in the RMD shall include a tournament sanction fee payment of Fifty Dollars (\$50) payable to the Rocky Mountain District Hockey, Inc.

7.5 Playoffs/League Tournaments - Scheduled league games and league playoffs are not to be considered Invitational Tournaments for purposes of this policy unless, one or more of the teams participating in the playoff were not/are not member(s) of the league at the time of the playoff.

7.6 Foreign Teams (excluding Canadian Teams) - Invitational Tournaments that include Teams from countries other than the United States and Canada must submit the appropriate USA Hockey form, as defined in the latest edition of the USA Hockey Annual Guide, to the RMD Registrar for approval and a check for the appropriate fees made payable to USA Hockey, at least 60 days prior to start of the Tournament.

7.7 All tournament sanction fee payments, payable to Rocky Mountain District Hockey, Inc. and USA Hockey, shall accompany the tournament sanction application. All tournament sanction applications and tournament sanction fee payments shall be sent to the RMD Registrar.

7.8 Violation of any of the above rules and procedures will be considered grounds for suspension from USA Hockey of the individuals and/or bodies responsible for such violations. In addition to suspension from USA Hockey, an Affiliate or Association failing to register an Invitational Tournament with the RMD Registrar shall be subject to the following:

7.8.1 For the first offense, a fine of \$250 shall be imposed. The funds shall be payable to Rocky Mountain District Hockey, Inc. and shall be used at its discretion.

7.8.2 For the second offense in that season or the next full season, the Affiliate or Association will not be permitted to host any Invitational Tournament(s) at the age division or age divisions offered for that season and the next full season; youth, girls, high school, or adults.

SECTION 8 Rocky Mountain District Tournament

8.1 Each year the RMD shall conduct a Youth Tier I and Girls Tier I and Tier II RMD Championship Tournament, in the age divisions as directed by USA Hockey, to determine the RMD teams to advance to the USA Hockey National Championship Tournament. The RMD Championship Tournament shall be conducted in accordance with the applicable sections of the USA Hockey Annual Guide and the USA Hockey "District and National Championship Tournament Guidebook" for such particular season.

8.2 The RMD Championship Tournament shall begin at least three (3) weeks prior to the start date of that season's USA Hockey National Championship Tournament. The dates of the following season's RMD Championship Tournament shall be set By the RMD Executive Committee no later than June 15th of the current playing year.

8.3 Each Affiliate shall be entitled to enter one team per Youth and Girls age division, so long as the Affiliate, Association, and team(s) are in good standing with the Affiliate, the RMD and USA Hockey. Each Affiliate shall determine how their representative team(s) are determined. All State/Affiliate Tournaments conducted for National Bound Teams shall be conducted in accordance with the applicable sections of the USA Hockey Annual Guide and the USA Hockey District and National Championship Tournament Guidebook for such particular season.

8.3.1 Each Affiliate shall notify by email the District President and District Registrar, or their designated appointee, no later than November 15th of the current playing season of their intention to enter team(s) in the RMD Championship Tournament. The notification email shall state **ALL** Youth and Girls age divisions the Affiliate will field teams for the RMD Championship Tournament. No Affiliate may enter a team into that season's RMD Championship Tournament after November 15th of the current playing season.

8.3.2 Each Affiliate shall determine the team that will represent their Affiliate in the RMD Championship Tournament at least fourteen (14) days prior to the start of the RMD Championship Tournament and shall report such team to the President of the RMD Board of Directors or their designated appointee.

8.3.3 The RMD Championship Tournament shall strive for an even number of teams in each Youth and Girls age division. If the number of teams in any age division is uneven, the RMD Directors may elect to not make a change given ice and Tournament schedule constraints. Should the RMD Directors elect to add a team to an uneven age division, such team shall be properly registered as National Bound within the same age division and have met all other Championship Tournament requirements. The RMD Directors may also reduce the number of teams in an uneven age division by requiring a playdown of the two lowest ranked teams as listed by MyHockeyRankings and/or an independent ranking by RMD Directors as of December 31st of the current season.

8.3.4 Should additional Youth or Girls team(s) be added to the Tournament at any age division, the team(s) added shall be the highest ranked team(s) as listed by MyHockingsRankings fourteen (14) days prior to the start of the RMD Championship Tournament. Said additional team(s) shall only be eligible to compete in the Tournament if their Association and Affiliate are in full compliance with these Policies and Procedures.

8.3.5 Any team(s) that has been awarded a USA Hockey National Tournament host slot(s) for such playing season shall be ineligible to participate in the RMD Championship Tournament in the age division(s) that has (have) been awarded for the National Tournament.

8.4 Each Youth and Girls team entered in the RMD Championship Tournament shall pay a tournament entry fee to the Host of the RMD Championship Tournament no later than seven (7) days prior to the start date of the Tournament. The team entry fee shall be determined annually by the RMD Executive Committee after reviewing the Championship Tournament budget as submitted by the Tournament Host. If a team fails to pay the tournament entry fee timely, the team is not eligible to play and an alternate team may be selected, if possible, to fill the void. Should an alternate team not be available, the Affiliate of the team declared to be ineligible shall be responsible to pay the Tournament Host the tournament entry fee plus a Five Hundred Dollar (\$500.00) Host Hotel fee within

fourteen (14) days after the conclusion of the RMD Championship Tournament. Any team or teams declared to be ineligible to participate in the RMD Tournament for any reason shall be ineligible to participate in the RMD Championship Tournament the following season. The home member association of such ineligible team(s) shall also be ineligible to field any USA Hockey national tournament bound teams the following season.

8.5 The RMD Tournament Host may not charge a gate fee. All spectators and participants may attend the tournament at no charge.

8.6 The RMD Championship Tournament shall be rotated among Affiliates that enter a team in 3 of the 5 **Youth Tier I** age divisions (13O, 14U, 15O, 16U & 18U) and 2 of the 3 **Girls Tier I** age divisions (14U, 16U & 19U) for the prior two (2) seasons. An Affiliate that meets this requirement having gone the longest without hosting a tournament shall have first priority. For this purpose, this Affiliate will be designated as the oldest Affiliate. In the event the oldest Affiliate declines, the priority shall pass to the next oldest eligible Affiliate. An eligible Affiliate shall indicate their interest in hosting the RMD Championship Tournament to the RMD Executive Committee at the RMD Winter Meeting for the following season's RMD Championship Tournament.

8.7 The Affiliate designated to host the RMD Championship Tournament shall tender a Request For Proposals (RFP) to their respective Tier I member associations to host the Tournament pursuant to the RMD Host Criteria included as **Addendum A** to these RMD Policies and Procedures. Such tender shall be made after the RMD Championship Tournament for the current season and all relative RFP information gathered and assessed for a recommendation to be made by the designated Affiliate President to the RMD Directors for their approval at the RMD Annual Meeting. For purposes of the responsible party and all related financials (all host expenses and proceeds), the host of the RMD Championship Tournament shall be the approved host member association.

8.8 The Tournament Host shall appoint a Host Tournament Chairperson who shall be responsible for all onsite coordination of the RMD Championship Tournament and meeting the requirements of hosting a District Tournament as outlined in the USA Hockey Host Handbook and the District and National Championship Tournament Guidebook for the relevant season. The RMD Host Criteria in Addendum A must also be met, but in the event of a conflict of USA Hockey and RMD host requirements, USA Hockey host requirements shall prevail. The Host Tournament Chairperson shall also serve as a liaison between the Tournament Host and the lead RMD Tournament Director.

8.9 All teams entered in the RMD Championship Tournament shall be required to stay in Tournament Host designated hotels/motels.

8.9.1 A minimum of 75% of team members and staff on each team roster (1-T) are required to stay in a designated host hotel/motel for the duration of the participation in the tournament and are required to book rooms through the Tournament Host or its designated agency. Any team that does not stay in a designated host hotel/motel shall pay a penalty of \$5,000 to the Rocky Mountain District Hockey, Inc.

8.9.2 A local team, defined as having their home rink within a 50-mile radius of the tournament rink(s), may choose to commute in lieu of staying in a host designated hotel/motel. Should a local team or teams choose to commute, each commuting team shall pay a \$500 fee to the Tournament Host. Should a local team or teams stay in a non-designated host hotel/motel, said local team or teams shall pay a penalty of \$5,000 to the Rocky Mountain District Hockey, Inc. The Affiliate and the Tournament Host may waive the \$500 fee for all commuting local teams.

SECTION 9 Rocky Mountain District Tournament Personnel:

9.1 The RMD Championship Tournament shall be organized and conducted by a lead Tournament Director, who shall be the President of the RMD Board of Directors or his/her designated appointee. The lead Tournament Director shall have oversight of the tournament.

The lead Tournament Director's duties shall include, but are not limited to:

9.1.1 Serve as the liaison between the RMD and the USA Hockey National Tournament Committee.

9.1.2 Verify the adequacy of the tournament venue, any contracts, and special arrangements.

9.1.3 Coordinate with the Tournament Host Chairperson to schedule all Youth and Girls age division games for the RMD Championship Tournament according to the USA Hockey District and National Championship Tournament Guidebook for the relevant season.

9.1.4 Having the authority to alter the format of the RMD Championship Tournament in the event of any unforeseen circumstance that would impair the operation of the tournament. Any alteration of the RMD Championship Tournament must be coordinated with the other Tournament Directors and the USA Hockey National Tournament Director.

9.1.5 Organize and schedule the mandatory online meeting for coaches, managers, and staff prior to the start of the RMD Championship Tournament.

9.1.6 Chair the Tournament Discipline Committee.

9.1.7 Serve as the final arbiter for all disputes during the Tournament.

9.1.8 Post or cause to be posted the RMD Championship Tournament results on the RMD website.

9.2 Tournament Directors: Each RMD tournament shall have at least four (4) Tournament Directors who shall be comprised of the current elected Rocky Mountain District Representatives. In the event a District Representative (s) is not able to attend the RMD District Tournament, the RMD Directors may appoint a Tournament Director. The District Directors shall assist the lead RMD Tournament Director as necessary in the conduct of the tournament and shall also serve as the Tournament Discipline Committee.

9.3 RMD Referee-in-Chief: The RMD Referee-in-Chief shall be responsible for assigning the game officials for all Youth and Girls age divisions of the RMD Championship Tournament. In addition, RMD Referee-in-Chief shall:

9.3.1 Work in cooperation with the Host Affiliate Referee-in-Chief to determine the number of out-of-Affiliate officials up to 24 officials and up to 4 officials supervisors needed to staff the tournament.

9.3.2 Determine per game cost by age division of the officials' crews and per diem costs of the officials.

9.3.3 Secure lodging for out-of-Affiliate officials and officials supervisors needed to staff the Tournament.

9.4 RMD Registrar: The RMD Registrar or their designated appointee shall be responsible for credentials verification of ALL participating teams. The RMD Registrar or designated appointee shall also be responsible for communicating player/team qualifications with the USA Hockey and the lead RMD Tournament Director. For detailed credentials requirements, see the applicable sections of the USA Hockey Annual Guide and the USA Hockey District and National Championship Tournament Guidebook for such relevant season.

SECTION 10 Rocky Mountain District Tournament Host:

10.1 The RMD Tournament Host shall be responsible for securing and providing all ice needed for the RMD Championship Tournament. The lead RMD Championship Tournament Director, or their designated appointee, shall notify the RMD Tournament Host Chairperson of the ice needs no later than December 1st of the current playing season.

10.2 The RMD Tournament Host shall send the lead RMD Tournament Director all ice slots that conform to the needs of the Tournament no later than December 31st of such season. The lead RMD Tournament Director shall be responsible for the actual scheduling of the games to be played during the RMD Championship Tournament.

10.3 The RMD Tournament Host shall provide a Hospitality Room for Tournament Staff, on and off-ice officials, officials supervisors, and Tournament personnel at each ice venue. The Hospitality Room shall be supplied with a volunteer and food, snacks, and drinks during the entire RMD Championship Tournament.

10.4 The RMD Tournament Host shall provide onsite medical personnel as required by the USA Hockey District and National Championship Tournament Guidebook for such season.

10.5 The RMD Tournament Host shall supply onsite security for the RMD Championship Tournament as needed.

10.6 The RMD Tournament Host shall comply with USA Hockey's alcohol policy as required by the USA Hockey District and National Championship Tournament Guidebook for such season.

10.7 The RMD Tournament Host shall prepare a RMD Championship Tournament budget to support the entry fee the Tournament Host has determined/proposed. The Tournament budget, including the proposed entry fee for participating teams, shall be submitted to the RMD Executive Committee at least ten (10) days prior to the start of the RMD Winter Meeting for review and approval. Should a Tournament budget and proposed Tournament entry fees not be submitted timely to the RMD Executive Committee, the RMD Executive Committee shall have the right to establish the Tournament entry fee.

10.8 The RMD Tournament Host venue(s) shall provide personnel to position/move the nets at the start of, between periods, and at the end of the game. The officials are not responsible for moving the nets. The venue(s) shall also provide (2) secure officials dressing rooms to accommodate both male and female officials in accordance with USA Hockey's dressing room policies. Shower(s) and restroom(s) are requested for each dressing room. Dressing rooms should be a sufficient size to accommodate (12) officials each.

10.9 The RMD shall provide a hotel room and meal expenses for each Tournament Director, the RMD Registrar, the RMD Webmaster, and other required Tournament staff as determined by RMD Directors.

10.10 The RMD Tournament Host is responsible for all officiating game fees per a fee schedule updated annually. Game Fees and per diems (per diems are paid to traveling officials only) are submitted to the host organization by the designated local official's association. The invoice is due upon receipt. The designated local official's association is responsible for paying all game officials.

10.11 The RMD Tournament Host shall arrange for tournament host hotels/motels for all participating teams in the RMD Championship Tournament. Room blocks at designated host hotels/motels shall remain available for teams to book rooms until sold out or until five (5) days prior to the start of the tournament, at which point the room blocks may be released.

10.12 The RMD Tournament Host shall follow all other requirements not noted above but outlined in the USA Hockey District and National Championship Tournament Guidebook for such season.

10.13 The RMD Tournament Host shall assemble a RMD Championship Tournament Guidebook for use by the teams participating in the tournament. The final Guidebook shall be posted at least seven (7) days prior to the start of the Tournament for all participating teams in the Tournament.

The RMD Championship Tournament Guidebook shall include, but is not limited, to the following:

- 10.13.1 General tournament information, coaches meeting, credentials review, etc.
- 10.13.2 Tournament contacts
- 10.13.3 Game schedule(s)
- 10.13.4 Credentials, SafeSport, and team check-in requirements
- 10.13.5 Relevant playing and tournament game rules
- 10.13.6 Hotel information (link to designated tournament hotels and contact information)
- 10.13.7 Team entry and roster forms with time frame for teams to return requested information.
- 10.13.8 Address, map, and schematic of the tournament rink(s)

SECTION 11 Rocky Mountain District Player Development

11.1 All Rocky Mountain District Player Development events, which shall include boys and girls evaluation camps for 15-16-17 year old players, boys and girls development camps for 13-14 year old players, and potential high school and adult camps, will be coordinated by and be the responsibility of the Rocky Mountain District Player Development Committee.

11.2 The Player Development Committee shall consist of the District Representatives, the Youth Council Representative (if not a District Representative), the Girls Council Representative (if not a District Representative), the Player Development Committee Representative (if not a District Representative), District Registrar, and an at-large representative to be appointed by the Player Development Committee and approved by the RMD Executive Committee. The RMD Board of Directors President shall serve as the Chair of this Committee.

11.3 The Player Development Committee shall appoint a Director or Directors for each RMD Development and Evaluation Camp. The appointed Director(s) shall be responsible for the timing and format of all events relating to their Camp as well as the selection of the venue. The Camp Director shall also be responsible for all budgeting and accounting for their event and shall issue a final report on the results and a financial recap of their event to the RMD Board of Directors at their next scheduled meeting following the conclusion of their event.

11.4 The Western Regional High-Performance Camp (WRHPC) for 14-year-old males shall assess each RMD Affiliate a maximum of Fifty (\$50.00) Dollars per player who attends the Camp from their Affiliate.

11.5 The RMD Treasurer shall send an invoice to each RMD Affiliate President and/or Treasurer that has player(s) attend the WRHPC within thirty (30) days from the conclusion of the Camp. Any RMD Affiliate that does not pay the invoice to Rocky Mountain District Hockey, Inc. within thirty (30) days from the date of invoice shall forfeit such Affiliate's allotment of players eligible to attend the WRHPC the following season.

SECTION 12 Waivers

Waivers or exceptions to any of the policies and procedures may be addressed to the RMD Board of Directors. A two-thirds majority of the voting members of the RMD Board of Directors is required to approve any waiver/exception request.

ADDENDUM A

Criteria to Host a Rocky Mountain District Tournament

HOST REQUIREMENTS

The host must agree to all of the rules and regulations of the current Rocky Mountain District (RMD) Guidebook and USA Hockey District and National Championship Tournament Guidebook, as designated by the USA Hockey Youth Council. If the Host fails to comply with these requirements, The RMD and USA Hockey may obtain coverage for any missing items and the host shall be responsible for any costs associated with such coverage.

FINANCIAL OBLIGATIONS

1. Provide ice for up to 10 games per age division. Length of game slots and resurfacing requirements will be based upon USA Hockey's Guidebook for specific age divisions.
2. Provide a tournament budget with entry fees and means to remit payment for all age divisions in the tournament. The budget must include all expected revenue, expenses, and profit with a post-tournament recap required after the event concludes.
3. Send an invoice to each participating team in the tournament and provide a scorecard of team payments received and any outstanding as requested by the RD prior to the first game of the tournament.
4. Arrange an event manager (i.e. Traveling Teams) to secure suitable hotel accommodations (up to 15 rooms per team) at reasonable rates & distances from the rinks for all participating teams in the tournament. A link to the tournament hotels shall be provided to all qualified teams at least 60 days prior to the start of the tournament.
5. Hotel accommodations for Traveling Officials & Supervisors – The District Referee in Chief is responsible for securing (14) double occupancy hotel rooms at one hotel, close in proximity to the venues. Rooms for officials (12), will be 2 officials per room and include breakfast. Two rooms will be set aside for officials supervisors. All costs, rooms and tax only, are the responsibility of the host organization. The hotel invoice will be submitted to the host organization by the District Referee in Chief for reimbursement, which is due upon receipt.
6. Host shall screen all hotels recommended by their event manager to ensure all minimum requirements are met.
7. Payment of Officials (per the attached schedule, subject to change annually) – The host organization is responsible for all officiating game fees. Game Fees and per diems (per diems are paid to traveling officials only) are submitted to the host organization by the designated local official's association. The invoice is due upon receipt. The designated local official's association is responsible for paying all game officials.
8. Provide 1 or 2 hospitality rooms at each facility as listed below with fruit, protein bars, and water in officials locker rooms. Host shall provide 1 volunteer for each hospitality room at all times during the tournament.
 - a. One HQ room for all onsite directors, staff, officials, attending sponsors of USA Hockey, and on-ice officials.
 - b. One for coaches and scouts attending the tournament (optional).
9. Provide off-ice officials coverage (i.e. scorers, timekeepers, penalty box operators, spectator control, etc.)
10. Provide emergency medical coverage (i.e. 1 certified trainer rink side) at all games.
11. Print and assemble tournament program (optional).
12. Ensure all arena and staff/volunteer personnel associated with the event that will have access to or authority over minor players have a current background screen in compliance with USA Hockey (required biennially) and have completed SafeSport Training within the past 12 months.
13. Provide USA Hockey a list of staff and volunteers who will have access, including Full Name, Date of Birth, Proof of Screening, Proof of SafeSport, and USA Hockey Membership Number.

PHYSICAL REQUIREMENTS

1. Provide a minimum of 4 regulation-sized ice sheet(s) in no more than 2 well-maintained and modern facilities with **exclusive** access to ice from 8am to 10pm on Thursday, Friday, and Saturday and 8am to 2pm on Sunday.
2. Clean rink glass prior to the start of tournament.
3. Ensure that all ice sheet(s) are equipped with a working sound system (including plug-ins, microphones, etc.) to play music and announce national anthems, PSAs, and goal/penalty information in-game.
4. Ensure the arena is clean of any signage or dasher boards that conflict with USA Hockey sponsors.

5. Provide space for sponsor display areas inside and outside of venue (could include vehicle display).
6. Provide dedicated, hard-wired broadband internet access sufficient for live video streaming and other event needs at the rink throughout the entire event for USA Hockey and its designees (see Live Streaming Broadcasts).
7. Ensure requirements are met for live streaming broadcasts of all tournament games.
 - a. IT or other technical support personnel must be available during the first day of the event and on-call during the remainder of the event in case of internet issues.
 - b. See additional details and requirements in Live Streaming Broadcasts.
8. Provide printer and free Wi-Fi Internet access for onsite scoring and directors/staff usage.
9. Provide iPad with tournament game schedule and certified team rosters pre-loaded in Gamesheet.
10. Ensure strong Wi-Fi signal or ethernet cable connections and charging outlets exist at each scorekeepers table.
11. Provide sufficient warmup pucks (20 per team) are on the team benches prior to the start of each game.
12. Provide up to 2 hospitality rooms per facility as described above.
13. Provide locker room assignment monitors or boards for all games and teams with instructions on usage of locker room keys.
14. Provide 1 standings board per age division in the lobby of each facility to be maintained by host volunteers.
15. Provide 10 radios (walkie-talkies) for communication between onsite staff, directors, medical/security personnel
16. Provide Wi-Fi to enable credit/debit transactions for apparel and merchandise sales.
17. Provide facility schematics with check-in, hospitality/HQ/locker rooms, and secure/restricted areas marked.
18. Publish hours open and close for facility, pro shop, amenities, etc. for each day of the tournament.
19. Provide facility parking, bus or van routes, and loading/unloading zone(s) maps for visiting teams.
20. Provide host-specific tournament information to USA Hockey.
21. Provide a written Alcohol Policy following USA Hockey Guidelines in Appendix 4 (Alcohol Policies).
22. Provide an Emergency Action Plan in the event of major injuries, spectator incidents, or unforeseen events.
23. Provide required block of hotel rooms per the "General Information" section in the District /National Tournament Guidebook. Hotel override limits shall be set by the Youth Council and be adhered to when negotiating contracts with local hotels.
24. The venue(s) shall provide personnel to position/move the nets at the start of, between periods, and at the end of the game. The officials are not responsible for moving the nets.
25. The venue(s) shall provide (2) secure officials dressing rooms to accommodate both male and female officials in accordance with USA Hockey's dressing room policies. Shower(s) and restroom(s) are requested for each dressing room. Dressing rooms should be a sufficient size to accommodate (12) officials each.
26. Hosts must provide credential badges (tournament positions front/back) for all tournament participants, including players, coaches, officials, volunteer staff, and arena employees that designates accessibility to restricted areas, and must have security personnel at entries to any restricted areas to check credentials. An essential contact list must be in the HQ room.
27. Hosts must provide stanchions with barrier rope and proper signage at all SafeSport entry points to restricted/secure areas.
28. All SafeSport entry points shall be manned by a badge-credentialed Host volunteer a minimum of 1 hour before the 1st game until 30 minutes after the final game of each day.
29. Hosts must have a check-in area for all tournament participants who will receive a credentials badge, including all players, coaches, officials and volunteers. Host shall provide personnel to staff the check-in area. Any person age 18 and over with a credentials badge on the above approved list must be checked in USA Hockey's registration database of ineligible persons.

DISTRICT/USA HOCKEY RESPONSIBILITIES

MATERIAL SUPPORT

1. Provide champion and runner-up individual player awards (medals).
2. Provide champion and runner-up team awards (trophies).
3. Provide event banners and championship banners to each site.
4. Provide sufficient game pucks for the entire tournament.
5. Provide official scoresheets for all games in digital format.

ADMINISTRATIVE SUPPORT

1. Provide a game schedule for each host location that complies with all criteria in the District/National Tournament Guidebook.
2. Designate all participating teams no later than 10 days prior to the start of the tournament including a final game schedule with team name designations.
3. Provide on-going direction and assistance with event preparation (i.e. conference calls).
4. Provide onsite Tournament Director(s) and Officiating Supervisor staff.
5. Provide staff support as needed prior to and during the entire tournament.
6. Conduct onsite walk-through with host and Tournament Directors one (1) day prior to the tournament.
7. Provide liaison between USA Hockey licensees, sponsors, partners and suppliers.
8. Provide historical data and direction, as needed.
9. Promote District Championships through local press releases and social media.
10. Provide general liability, participant accident (excess) and catastrophic injury insurance coverage for the duration of the event (see USA Hockey Insurance Handbook at usahockey.com/insurance management).
11. Provide tournament hosting public and team registration websites. The public website will contain statistics, rosters and tournament information, while the team registration website will provide information directly to teams (i.e. merchandise information, hotel registration, opening events, etc.)