

Wisconsin Amateur Hockey Association, Inc.



STATE TOURNAMENT DIRECTOR'S

2023

STATE

TOURNAMENT

HANDBOOK

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INTRODUCTION
2023 STATE TOURNAMENT HANDBOOK

INTRODUCTION

The underlying objective of all State hockey tournaments must be to provide our young hockey players with an enjoyable and meaningful experience. The goal of the WAHA Board of Directors is to ensure that every State Tournament is great celebration of the season as it comes to an end.

It is the responsibility of WAHA to establish a set of standards by which all tournament sponsors must comply when hosting a state tournament. These standards, in the form of rules, regulations and guidelines, promote consistency in state tournament operations and should help to make each and every state tournament a success.

PURPOSE

The purpose of this handbook is to provide to those hosting a State Tournament an easy reference to all the applicable rules, regulations, and guidelines that are contained in the WAHA Guidebook.

In addition, it offers further explanation and interpretation of those rules and regulations and also provides some other guidelines and recommendations that will hopefully assist you in hosting a successful state tournament.

APPLICABILITY

The rules, regulations and guidelines as outlined in this handbook apply to all state tournaments. Every effort has been made to insure the accuracy of the rules and regulations contained in the handbook, however, if a discrepancy exists, the WAHA Guidebook contains the rule(s) that is/are currently in effect.

**REMEMBER!! ORGANIZATION AND EXTRA HANDS MAKE A TOURNAMENT
SUCCESSFUL**

OFFICIAL 2023
WAHA TOURNAMENT GUIDELINES

The following directions will help you in hosting the most efficient tournament possible:

Advance Information: To avoid any conflicts at your tournament, it is best to spell out **IN ADVANCE** as much as possible, so everyone knows and understands what to expect.

State Tournament Director: Each state tournament site must designate a State Tournament Director. The contact information for this director will be placed on the WAHA State Tournament website. The designated director must be someone who will be present at and who is on site for the duration of the tournament. The site State Tournament Director and the WAHA Section Director of the age level are responsible for all matters pertaining to the state tournament.

Rules and Operating Points: 2022-2023 WAHA Rules and Guidelines (WAHA Guidebook) govern all play. In advance, the following information should be sent to each of the teams attending the state tournament at your location. See the sample state tournament rules at the end of the handbook. These should be available to go over points upon the arrival of teams.

AVOID CONFUSION BY WRITTEN GUIDELINES

- Length of Periods: *3 – 12 minute stop time periods for Youth 10U/Girls 10U
*3 –15 minute stop time periods for Youth 12U/Girls 12U and Youth 14U/Girls 14U
*3-17 minute stop time periods Midget/High School/Girls 19U
Note page 55 of the WAHA Guidebook (running time whenever a team has a 6-goal lead. While the game is in running time, the referee shall have the authority to order the clock to be stopped. The clock shall be stopped when a goal is scored, to assess a penalty, for injuries, or for unanticipated emergencies. Once the clock is stopped, it will be restarted upon completion of the ensuing face off.)
- Ice Resurfacing: Ice resurfacing for Midget/High School/Girls 19U and Youth 14U/Girls 14U will be after every two periods. Ice resurfacing for Youth 10U/Girls 10U and Youth 12U/Girls 12U will be after every game. Note page 62-63 of the WAHA Guidebook. The recommended procedure for resurfacing in the case of multiple overtimes (if time allows) play the first overtime immediately following the third period and then resurface. Then play the number of overtimes that approximate the length of a regular period, and then resurface again. Follow this format until a winner emerges.
- Penalties: Youth 10U/Girls 10U – 1 minute (minor), 3 minute (major), 6 minute (misconduct)
Youth 12U/Girls 12U and above – 1 1/2 minutes (minor), 4 minute (major), 8 minute (misconduct)
- Overtime: **Except for Championship games**, all games tied at the end of regulation play will play a maximum of two (2) overtime periods of

8 minutes in length and shall be sudden victory. If still tied after the overtime periods, there will be a shootout. The winner of the shootout will be awarded one additional goal in the final score. Shootout procedure is found on page 64 of the WAHA Guidebook. The Championship game will be played to a winner using overtime, and if needed multiple overtimes.

Shootout:

The referee shall call the two captains to the referee's crease to flip a coin to determine which team takes the first shot. The home team will call the coin toss. The winner of the coin toss will have the choice whether his/her team will shoot first or second.

The shootout procedure shall begin with five different individual shooters from each team taking alternate shots. The players do not need to be named beforehand. Players are not required to be the last five on the ice. The five shooters are Coaches Pick. Any player whose penalty has not been completed when the overtime period ended or who receives a penalty during a shootout procedure is not eligible to be one of the players selected to participate in any portion of the shootout procedure(s).

The players of both teams will take the shots alternatively until a decisive goal is scored. The remaining shots will not be taken. The shootout is a 5-player event. All five shooters will get to shoot unless you reach a situation where the remaining shooters on the team that is behind cannot tie or win the shootout. For example, the first three shooters on Team A score and the first three on Team B do not. The third goal scored by Team A is the decisive goal as team B cannot tie with their remaining two shooters. The shootout ends at that point, so it could be called best of five.

If after all five shooters have taken, their shot from both teams there is still a tie, the game proceeds to a "Sudden Victory Shootout". This is sudden win 1 v 1. Players who shot in the initial shootout can shoot again in this round.

YOU MUST HAVE AN OPEN END ON AVAILABLE ICE.

Tournament Pairings: Pairings will be set and filled in by the WAHA Section Directors once the play down weekend is complete. Pairings will appear on the WAHA website www.wahahockey.com. As per page, 62-63 of the WAHA Guidebook the upper bracket starts first. All teams will play three games.

Seeding: For 2023, state tournaments at the Youth "A" and Girls "A/B" levels will be seeded. Once play downs are completed, coaches from the qualifying teams will be involved in the seeding process.

Age Certification: PLAYERS MUST HAVE PROOF OF AGE for all playoff and state tournament games. **NO PROOF OF AGE--NO PLAY.** Have table(s) set up, with a certification committee to welcome and check in teams. Notify teams where to go and the procedure to be used. Official USA Hockey rosters will be provided for each team in the tournament. Rosters have a DOB Verification column. If checked with a "V" that player is verified and approved to participate. If the column is not checked, proof of age will be required. Documents providing proof of age are birth certificates, passports, driver's license or a Wisconsin Register of Deeds Association Fact Sheet. (Note: copies are acceptable-originals are not required.) See page 71 of the WAHA Guidebook.

Certified Coaches: Teams are required to have only coaches certified to the proper level, properly registered with USA Hockey, including completion of the age appropriate coaching module, current background screen completed, and completion of the SafeSport training program on the benches for the course of the game unless removed per USA Hockey Playing Rules. (See page 110 WAHA Guidebook). USAH Playing Rule 201(b) states that a team is permitted up to four Team Officials on the bench. All Team Officials must be a current certified Coach. (Medical personnel and trainers who are not certified coaches are not allowed on the bench) A coach's certification and modules taken can be checked by going to the WAHA website and using the "Certified Coaches Search". A coach must be listed on the roster; this confirms he is registered with USA Hockey. If the roster shows the coach has a current certification, has completed the appropriate module and completed SafeSport training the only requirement of the coach will be to **show a picture ID** to prove they are the coach listed on the roster. If the roster does not indicate the coach has a current certification, has completed the appropriate modules and SafeSport, the coach must show the picture ID and documentation proving the completion of the certification, module and SafeSport. Any deviation from this requirement must be approved by the WAHA Section Director for the level playing.

Number of Players: Each team may have a maximum of twenty (20) players (25 for High School/Girls 19U) on the roster (page 57 of the WAHA Guidebook). A maximum of twenty (20) players may suit up for any game.

Uniforms: All teams in state tournament play shall be properly uniformed. A team will not be considered properly uniformed if the players do not have a similarly colored jersey with numbers conspicuously displayed. Arrangements should be made before the tournament starts to have available two sets of different colored jerseys or a set of pullovers in case of conflicts.

Officials: State Tournament Games must be officiated by officials properly registered with USA Hockey and WAHA/WHOA on or before December 31. Only Level 4, Level 3, and Level 2 officials shall officiate state tournament games. Level 2 officials are empowered to officiate only Youth 14U/Girls 14U and lower classifications. Level 3 officials are empowered to officiate only High School/Girls 19U and lower classifications. Level 4 officials are empowered to officiate all classifications. Try to assign at least one Level 3 or 4 official to each game. You can check a listing of eligible officials at www.wahahockey.com.

- The 3 official system (1 referee and 2 linesmen) or the 2 official system (2 referees) may be used.
- Put your local referee scheduler in charge of assigning officials.
- As a back-up measure, advertise to teams that any certified official traveling with the team should register with you in the event of an emergency.
- In accordance with **Article 2, Section B, Paragraph 25 page 60**, a complete list of officials you plan to use for the tournament and game assignments must be sent to the WHOA Regional Director for advance approval no later than **10 days before the tournament**. The reason for this is to ensure that qualified, as well as, enough officials are being used. The official method of officiating in USA Hockey games is the three official system, with one Referee and two Linesmen. However, the use of the two Referee system is acceptable. If you use the three-official system, the minimum number of officials required is nine (9.) If you use a two-official system a minimum of 8 (eight) officials must be used. If you have trouble securing the appropriate number of officials from your immediate area, please contact the WHOA Regional Director in your region for assistance. Your WHOA Regional Directors can be found on page **115** of the WAHA Guidebook. The list of eligible officials is available at www.wahahockey.com

NOTE: PER WAHA/WHOA GUIDELINES, ANY OFFICIAL WHO IS CONFIRMED TO OFFICIATE ANY GAME INVOLVING A TEAM THAT IS NOT REGISTERED WITH USA HOCKEY, WIAA, NFHS, NCAA, OR THE IIHF SHOULD NOT BE USED IN YOUR STATE TOURNAMENT!!

Off-Ice Officials: Adults Only!!

- Scorer Provide complete score sheet; preferably typed in advance or Request score sheet stickers from teams attending.
Make certain scorers know how to fill score sheet out.
- Timekeeper 1 person
- Penalty Box 1 person per box
- Goal Judges Goal judges will not be used.
- Pucks Should be those approved for use by the USA Hockey Rules.
The pucks should be **NEW**. They should be kept frozen (on-ice) until used in the game.

Tournament Protests: See page **60-61** of the WAHA Guidebook paragraph 28 Tournament Protests.

Trophies: As per page 59-60 of the WAHA Guidebook, WAHA shall provide standardized awards for all State Tournaments. You should receive them around the middle of February.

Individual Pins: WAHA will provide state tournament pins for each participant. It is recommended that the players and coaches be announced and the pins handed out at the conclusion of their final game of the tournament. There will be a separate bag of pins labeled "Champion" to be handed out to the first place team. Do not return any unused pins. They can be handed out to coaches and your volunteers who helped with the tournament.

Entry Fees: WAHA will send your association a check for the entry fees for the teams participating in the state tournament that you are hosting.

Communications: Send copies of all written communications to the WAHA Section Director in charge of your age classification (See part 5 of this tournament guide)

Results: In accordance with Article 2, Section B, Paragraph 27 page 60 of the WAHA regulations, the results of the tournament must be reported for publication on the WAHA website. For 2023, there are two options for reporting/recording scores.

1. If you have internet access you can record the scores yourself. If you plan to do this, please contact the Section Director for your level for information on how to do so.
2. You can report the scores to the Section Director for your level. The preferred method to do so is via text messaging. Voice mails are also acceptable.

Scores should be recorded/reported after each game. When you report the results be sure to give the tournament level, names of the teams, the score, and if there were any overtimes involved. Also if it is a round robin tournament you will need to report the number of points each team received for the game. Failure to turn around this information in a timely matter will be taken into consideration when awarding future state tournaments to associations.

Noise-Makers: The use/presence of artificial noise-makers, except for those required to control the play of the game is prohibited. This includes but is not limited to bells, horns, whistles, etc. USA Hockey's Zero Tolerance Policy will be enforced. Game officials or the tournament director will identify violators to the coaches. Parents/spectators displaying inappropriate and disruptive behavior can be removed from the spectator's viewing and game area. Violators may be subject to further disciplinary action by the local governing body.

Clothing: WAHA has a partnership with Northwest Designs to provide a State Tournament logo and clothing to be sold at all WAHA State Tournaments. The garments will be customized at your site. The name and contact information for the state tournament director at your site will be given to Northwest Designs. The director will be contacted by Northwest Designs to set up the clothing at your site.

Merchandise: Vendors such as action photographers, jewelry, etc may be present to sell items other than clothing. If your site will be using outside vendors you **MUST** communicate to them that all items sold must be appropriate for a Youth event with no explicit language or sensitive graphics.

State Tournament Logo: The state tournament logo is the exclusive property of WAHA. It can be used in advertising, programs, decorations, etc. It may be used for souvenir/individual gift items that are given to participating players. It can not be used on items that will be sold, without the permission of WAHA. A fee for use on items for profit may be required by WAHA.

Home Team: The Region listed on the top of every bracket will be considered the home team.

Accommodations: It is recommended that the host association block hotel rooms for visiting teams. Do some advance scouting to see if your local hotels will reserve room blocks. Contact the local Chamber of Commerce for a listing of hotels to send to teams. This is especially important if other events are scheduled for your town.

Suggested Procedures:

- **Signs, banners and other decoration of the rink to signify and help add to the celebration atmosphere.**
- Enclose a map showing location of the rink.
- Locker Rooms: Cards, which are displayed on doors; if there is a difference in facilities (i.e. 2 sheets of ice), alternate team assignments.
- Programs: Should include space showing pairings and place for results. Commercial ads are great to publicize the event and excellent moneymakers as well. Arrange the printing schedule to accept player rosters as late as possible.
- Posters: Large poster, publicly displaying results of games and status of teams.
- Hospitality Session: A nice way for the adults to meet others.
- Raffles, 50/50, silent auctions, etc., and other types of fundraising events.
- Gift bags for every player that include small gifts from local vendors, stores, e.g. gift cards for local restaurants, sporting goods stores.

**GREAT ORGANIZATION AND EXTRA HANDS MAKE A TOURNAMENT
SUCCESSFUL!!**

**IN ADDITION TO A GENERAL CHAIRMAN, A SUCCESSFUL TOURNAMENT
REQUIRES RESPONSIBLE PEOPLE IN THE FOLLOWING AREAS:**

- Program/Poster** write/print/assemble/sell/distribute
- Trophies/Pins/Etc.** provided by WAHA
- Officials** select/acquire, assign and approval of assignments with WHOA Regional Director
- Locker Room** identify/assign
- Registration/Admissions** proof of age procedures and coach certification & complete
official score sheets before games
- Community Communications** hotel information/reservations
maps of the city
team correspondence
tournament festivities/mixers for parents
- Tournament P.R.** radio/TV/newspaper releases/call-ins
- Announcements** game/player introductions-National Anthem
Trophy presentations – someone with enthusiasm
- Off-Ice Officials** Scorekeeper, Clock Operator, Penalty Box Attendant
- General Administration** Collect/assemble official score sheets & Report
All Scores Immediately Following Each Game
- Souvenirs/Memorabilia** Contact WAHA Section Director of level with questions
regarding selling State Tournament Merchandise

SITE STATE TOURNAMENT DIRECTORS RULES AND GUIDELINES

Each site director is responsible for administering the following rules and guidelines in a fair and unbiased manner.

CHECK-IN PROCEDURES

1. Check USA Hockey rosters to confirm that player birthdates are marked as verified. For any not verified compare provided **age certification documents** with the ages listed on the USA Hockey Roster. **NO AGE CERTIFICATION – NO PLAY** (page 71 in WAHA Guidebook.) Note: If the birth certification is different than USA Hockey Roster but the player is of legal age, let him play. Use the age chart on page 176, Appendix I in the WAHA Guidebook or the age certification chart below.
2. Compare score sheet stickers provided by team with USA Hockey Approved Roster to ensure a match. During warm-ups count the number of players suited up to make sure it matches with the score sheet. Maximum allowed is 20 players (page 57 in the WAHA Guidebook – High School/Girls 19U is 25 players on roster, 20 players on score sheet for any game)
3. Check **coaching certification** (page 110 in the WAHA Guidebook)

2022-2023 YOUTH AGE CLASSIFICATION

See Page 176 in the WAHA Guidebook for birth dates for both boys and girls

Sample Welcome Letter

TO: (State tournament level – i.e. – Youth 14U 1A) State Tournament coaches, managers, parents and players

FROM: (Your name), Local Site Director, (State tournament level – i.e. – Youth 14U 1A) State Tournament

DATE:

SUBJECT: (State tournament level – i.e. – Youth 14U 1A) STATE TOURNAMENT

CONGRATULATIONS AND WELCOME to the (State tournament level – i.e. – Youth 14U 1A) to be hosted by (List the host association) on (list dates of tournament)

In this packet, you will find area maps, points of interest, and area hotel guides. (Note: map resources such as arena.com can be used as the rink locator, and yahoo local maps to provide reference points, hotels, etc.) We have reserved blocks of rooms at the following hotels:

Per WAHA guidelines there will not be a tournament admission fee at the gate. We will have state tournament merchandise that will be available for purchase.

If you have any questions, please feel free to contact me at (your phone number).

CONGRATULATIONS AND GOOD LUCK. We are looking forward to seeing you.

2023 (State tournament level – i.e. – Youth 14U 1A) **State Tournament Check – In – Procedures**

Congratulations and Welcome to the (State tournament level – i.e. – Youth 14U 1A) WAHA State Tournament. March (list dates of the tournament) will be a busy and exciting time for all players, coaches, managers and parents. To help things run smoothly you will need to have the following items with you when you check in at the rink.

- 1) You must have your official USA Hockey Roster
- 2) You must have with you **Age Certification** for any players not marked as verified on the USA Hockey Roster. **No Age Certification – NO PLAY** (Page **71** of the WAHA Guidebook)
- 3) All coaches that will be on the bench must have the proper coaching credentials (page **110** of the WAHA Guidebook). Violation of this provision **WILL** result in removal of the coach from the bench.
- 4) Please be at the rink 45 minutes before game time to allow the site director to review your **USA Hockey Player Roster, proof of birth and coaching certifications**. Teams should be ready to go on the ice 15 minutes prior to their designated start times.

If you have any questions, please feel free to contact me at (list your contact number(s))

GOOD LUCK

2023 (State tournament level – i.e. – Youth 14U 1A) **STATE TOURNAMENT RULES**

- 1) USA Hockey/WAHA playing rules shall be used.
- 2) Times of periods and penalties will be as listed in the charts on page **56** of the WAHA Guidebook. Periods will be stop time.
- 3) Running time will be in effect whenever a team has a 6 or more goal lead.
- 4) Ice will be resurfaced (reference page **62-63** of WAHA Guidebook for your age specific tournament)
- 5) Each game will have a 5 minute warm-up time prior to the start of the game and a 3 minute rest between periods. Note: if ice is being resurfaced during the game, a 12 minute intermission will be used.
- 6) Except for Championship games, all games tied at the end of regulation play will play a maximum of two (2) overtime periods of 8 minutes in length and shall be sudden victory. If still tied after the overtime periods, there will be a shootout. The winner of the shootout will be awarded one additional goal in the final score. Shootout procedure is found on page **64** of the WAHA Guidebook. There will be no goal judges.
- 7) Each team is permitted one time out per game of one minute in duration.
- 8) The goal posts shall be anchored in a manner that would permit the goal posts to become dislodged when hit by a reasonable degree of force. WAHA requires the use of portable pegs to anchor the goal posts at all levels.
- 9) Penalties are per USA Hockey and WAHA Rules.
- 10) All teams must be ready to go on the ice 15 minutes prior to your scheduled game time
- 11) All **Rosters, Coaching Certifications, and Proof of Age** will be checked upon registration

On behalf of (list host association), we congratulate your team on making it to the WAHA State Tournament and we will do everything to make your stay with us a very enjoyable one. **GOOD LUCK!!**

WISCONSIN AMATEUR HOCKEY ASSOCIATION
OFFICERS 2022-2023

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