



STATE TOURNAMENT DIRECTOR

2012

STATE
TOURNAMENT

HANDBOOK

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INTRODUCTION
2012 STATE TOURNAMENT HANDBOOK

INTRODUCTION

The underlying objective of all hockey tournaments must be to provide our young hockey players with an enjoyable and meaningful experience.

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 2012
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.

Rules and Operating Points: 2011-2012 WAHA Rules and Guidelines (WAHA Guidebook) govern all play. You should send finalists in advance (and have available and go over points upon their arrival) written information on the following:

AVOID CONFUSION BY WRITTEN GUIDELINES

- Length of Periods: *3 – 12 minute stop time periods for Mite/Girls 8U and Squirt/Girls 10U State Tournament Games.
*3 –15 minute stop time periods for Peewee/Girls 12U, Bantam/Girls 14U, and High School/Girls 19U State Tournament Games
Note page 80 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 High School/Girls 19U, Bantam/Girls 14U and Peewee/Girls 12U is recommended after every two periods. Ice resurfacing for Squirt/Girls 10U and Mite/Girls 8U is recommended after every game. If time permits you can do it more often, but you must be consistent. Note page 89-90 of the WAHA Guidebook.
- Penalties: Mite/Girls 8U and Squirt/Girls 10U – 1 ½ minute (minor), 3 minute (major), 6 minute (misconduct)
Peewee/Girls 12U and above – 2 minute (minor), 5 minute (major), 10 minute (misconduct)
- Overtime: 8 minute – Page 81 of the WAHA Guidebook, games ending in a tie after regulation play shall continue, with sudden death overtime until a winner is determined.

YOU MUST HAVE AN OPEN END ON AVAILABLE ICE.

Tournament Pairings: As per page 98 of the WAHA Guidebook – Upper bracket starts first. Advise each team as soon as possible to time and opponent. All teams are to have three games.

Age Certification: A MUST. No Proof of Age – No Play. Have table(s) set up and certification committee to welcome and check in teams. Notify teams where to go and the procedure to be used. Arrange Age Certifications by player roster, it is faster and less complicated. Players must have proof of age with them for all playoff and state tournament games. Documents providing proof of age are birth certificates, passports, driver's license, a Wisconsin Register of Deeds Association Fact Sheet or an approved USA Hockey Team Roster with the “Verified Birth Date” column checked. (Note: copies are acceptable- originals are not required.)

Certified Coaches: Teams are required to have only coaches certified to the proper level and registered with USA Hockey on the benches for the course of the game unless removed per USA Hockey Playing Rules. (see page 103 WAHA Guidebook) A coach’s certification 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. Any deviation from this requirement must be approved by the WAHA Vice President 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 83 of the WAHA Guidebook)

Uniforms: All teams in state tournament play shall be properly uniformed. A team will not be considered properly uninformed 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 Bantam/Girls 14U and lower classifications. Try to assign at least one Level 3 or 4 official to each game. You can check a listing of registered officials at www.wihoa.com.

- The 3 official system (1 referee and 2 linesmen) or the 2 official system (2 referees) may be used.
- Put your local referee-in-chief in charge of assigning officials.
- As a back-up measure, advertise to teams that any certified official with the team should register with you in the event of an emergency.
- In accordance with Article 4, Section A, Paragraph 16, a complete list of officials you plan to use for the tournament and game assignments must be sent to the WHOA Referee-in-Chief for your region and to the WAHA State Tournament Director for your level 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 getting the appropriate number of officials from your immediate area, please contact the WHOA Director in your region for assistance. Your regional WHOA reps can be found on page 120 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, NCAA, OR THE IIHF SHOULD NOT BE USED IN YOUR STATE TOURNAMENT!!

Minor 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 them out.
- Timekeeper 1 person
- Penalty Box 1 person per box
- Goal Judges Goal judges may be used but are not mandatory for state tournament games
- Pucks Pucks should be those that are 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.

Local Rules Committee: Appoint a 3 person committee that can rule on all protests and rule interpretations. Include the tournament director, head referee, and one other knowledgeable person. See page **87** of the WAHA Guidebook. Tournament Protests – most protests can be handled by the local committee.

Trophies: As per page 85 and 86 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 8 teams participating in the state tournament that you are hosting.

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

Results: In accordance with Article 4, Section A, Paragraph 19 of the WAHA regulations, the results of the tournament must be reported for publication on the WAHA website. For 2012 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 vice president for your level for information on how to do so.
2. You can report the scores to the vice president 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 call in 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 six team 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.

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.

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.

Ticket Prices: We encourage you to promote family passes and/or day passes. Ticket information should be made available and in advance so people have an idea of what to expect. WAHA recommended maximum gate fees are:

<u>Mite thru Bantam and all Girls/Women's</u>	<u>High School and Midget</u>
\$15 Family Weekend Pass	\$25 Family Weekend Pass
\$10 Individual Weekend Pass	\$15 Individual Weekend Pass
\$5 Daily Pass	\$5 Daily Pass

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

Accommodations: Each host association **MUST** block rooms for visiting teams.

Suggested Procedures:

- Map and Housing: Enclose a map showing location of the rink. Have the local Chamber of Commerce send a listing of hotels to teams, or do some advance scouting to reserve rooms. This is especially important if other events are scheduled for your town.
- 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.

ORGANIZATION AND EXTRA HANDS MAKE A TOURNAMENTS SUCCESS!!

**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 approval/assign**
- Locker Room.....identify/assign**
- Registration/Admissions.....proof of age procedures and coach certification
complete official score sheets before games
sale of tickets**
- 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
collect/assemble official score sheets**
- Announcements.....game/player introductions-National Anthem
Trophy presentations – someone with enthusiasm**
- Souvenirs/Memorabilia.....see state tournament merchandise
agreements in part 5 of handbook**

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. Have the coach or manager fill in the score sheet first. Maximum allowed is 20 players (page 83 in the WAHA Guidebook – High School/Girls 19U is 25)
2. Compare the score sheet with the USA Hockey Roster. During warm-ups count the number of players suited up to make sure it matches with the roster.
3. Compare **birth certifications** with the ages listed on the USA Hockey Roster. **NO AGE CERTIFICATION – NO PLAY** (page 99 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 in Appendix I in the WAHA Guidebook or the age certification chart below.
4. Check **coaching certification** (page 103 in the WAHA Guidebook)

2011-2012 YOUTH AGE CLASSIFICATION

See Page 276 in the WAHA Guidebook for birth dates for both boys and girls

Sample Welcome Letter

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

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

DATE:

SUBJECT: (State tournament level – i.e. – Bantam 1A) STATE TOURNAMENT

CONGRATULATIONS AND WELCOME to the (State tournament level – i.e. – Bantam 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: (list hotels and remember to utilize the WAHA travel website of www.travelwaha.com)

Per WAHA guidelines there will be a tournament admission fees of (list gate fees – please reference page 85 of the current WAHA Guidebook). We will also 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.

Yahoo! Maps, Driving Directions, and Traffic - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://maps.yahoo.com/broadband#mvt=m&tp=1&tt=hotels&q1=Fond%20du%20Lac,%20WI,%2054935&trf=0&lon=-88.447323&lat=43.773201&mag=6> Go

Yahoo! My Yahoo! Mail Make Y! your home page Search: Web Search

YAHOO! LOCAL Maps Sign In New User? Sign Up Maps Home - Dial-Up Map (Original) - Help

GET MAP AND DIRECTIONS Clear
 A Fond du Lac, WI, 54935

FIND A BUSINESS ON THE MAP Clear
 hotels Search

Browse by Category
 Search Results: hotels Refine

- 1 Ramada Plaza Hotel
- 2 Ramada Plaza Hotel
- 3 Microtel Inn and Suites
- 4 Country Inn Stes Fond Du Lac
- 5 Economy Inn
- 6 Baymont Inn Fond Du Lac
- 7 Holiday Inn Fond Du Lac
- 8 Days Inn Fond Du Lac
- 9 Safe Harbour Inn
- 10 Comfort Inn Fond Du Lac
- 11 White Picket Fence Bed and Breakfast

Results 1-23 of 23

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© 2007 Yahoo! Inc. See these business locations on this map
 Fairfield Inn Budget Sprint ahead Holiday Inn

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2012 (State tournament level – i.e. – Bantam 1A) **State Tournament**
Check – In – Procedures

Congratulations and Welcome to the (State tournament level – i.e. – Bantam 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** with you. **No Age Certification – NO PLAY** (Page **99** of the WAHA Guidebook)
- 3) All coaches that will be on the bench must have the proper coaching credentials (page **103** of the WAHA Guidebook). Violation of this provision **WILL** result in a game forfeiture.
- 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

2012 (State tournament level – i.e. – Bantam 1A)
STATE TOURNAMENT RULES

- 1) USA Hockey/WAHA playing rules shall be used.
- 2) Times of periods and penalties will be as seen in the charts on page **81 or 102** 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 **81 or 102** 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) Games ending in a tie after regulation play shall continue, with sudden overtimes until a winner is determined. They will consist of 8 minute periods with a 3 minute intermission. Please reference page **81/102** of the WAHA Guidebook for recommended ice resurfacing procedures in overtime.
- 7) There will be no goal judges.
- 8) Penalties are per USA Hockey and WAHA Rules.
- 9) All teams must be ready to go on the ice 15 minutes prior to your scheduled game time
- 10) 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 2011-2012**

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