

**USA HOCKEY**

**PACIFIC DISTRICT**  
**GUIDEBOOK**  
**2019 - 2021**



**24<sup>th</sup> EDITION - OCTOBER 2019**

**[www.pacificdistricthockey.com](http://www.pacificdistricthockey.com)**

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# 8U HOCKEY

getting more of what's **good**.

## PUCK TOUCHES

CROSS-ICE  **2x**  
LARGER ICE  MORE

## PASS ATTEMPTS

CROSS-ICE  **2x**  
LARGER ICE  MORE

## SHOT ATTEMPTS

CROSS-ICE  **6x**  
LARGER ICE  MORE

## PASSES RECEIVED

CROSS-ICE  **5x**  
LARGER ICE  MORE

## PUCK BATTLES

CROSS-ICE  **2x**  
LARGER ICE  MORE

## CHANGES OF DIRECTION

CROSS-ICE  **2x**  
LARGER ICE  MORE

## GOALIE SHOTS/MINUTE

CROSS-ICE  **4x**  
LARGER ICE  MORE

"THE ADM AND ITS LADDER OF DEVELOPMENT IS THE BEST PROGRAM FOR EVERY SINGLE KID PLAYING THE SPORT, REGARDLESS OF ABILITY LEVEL."

- DAN BYLSMA, BUFFALO SABRES

"WHAT SIMULATES TODAY'S GAME AT THE HIGHEST LEVEL IS PLAYING THE GAME IN SMALL SPACES."

- TOM ANASTOS, MICHIGAN STATE

"WE SHOULD ALWAYS STRIVE TO DO THE RIGHT THING FOR KIDS, AND THE ADM DOES THAT."

- RON WILSON, TEAM USA

"IN A WORLD WHERE YOUTH SPORTS ARE UNDER SCRUTINY BECAUSE OF SPECIALIZATION, POLITICS, OR PARENTAL ISSUES, USA HOCKEY'S ADM IS THE SOLUTION."

- MEGHAN DUGGAN, TEAM USA

ADM SUPPORTERS





## SECTION I

### PACIFIC DISTRICT DIRECTORIES

# PACIFIC DISTRICT DIRECTORY

## BOARD OF DIRECTORS

### USA HOCKEY DISTRICT DIRECTORS

Term Expires  
2020

Kris Knauss, Chairman  
P.O. Box 110190  
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907-351-2524 (C)  
knauss@confluence-strategies.com

Term Expires  
2021

Jon Gustafson  
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Term Expires  
2022

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Rancho Fontana, CA 92336  
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Term Expires  
2020

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Fairbanks, Alaska 99701  
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Directors Emeritus

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Nevada Affiliate President	Darren Eliot 1550 S. Pavillion Center Drive Las Vegas, NV 89135 702-545-8764 (C) deliot@vegasknights.com
Oregon Affiliate President	Lester Sparks 1460 SE 58th Avenue Portland, OR 97215 971-219-6367 (C) lestersparks33@yahoo.com
PNAHA Affiliate President (Washington)	Dru Hammond 6803 W. Arrowhead Kennewick, WA 99336 509-551-9740 (C) hammondk@charter.net

## **PACIFIC DISTRICT PERSONNEL**

District Registrar	Wendy Goldstein 20 Entrada West Irvine, CA 92620 714-496-3893 (C) wendy.pdreg@gmail.com
--------------------	---

Treasurer	Chris Hays 2117 Fourth Street Livermore, CA 94550 925-447-2010 chays@kcpag.com
Secretary	Lisa McPheters 11701 Jerome Street Anchorage, AK 99516 907-227-5619 (C) lisa.mcp@hotmail.com
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Southern California	Nancy Hodge 2538 S Quaker Ridge Place Ontario, CA 91761 909-702-8481 (C) dux8fan@aol.com
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Washington (PNAHA)	Jeremy McCann 8272 Saddle Trail NW Bremerton, WA 98311 360-731-4203 (C) jeremy.j.mccann@gmail.com

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<p>Pacific District  High School Section  Representative</p> <p>Term Expires 2022</p>	<p>Steve Laing  7445 Doheny Court  Rancho Fontana, CA 92336  909-224-5747 (H/C)  steve3674@att.net</p>
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## SECTION II

### PACIFIC DISTRICT PROGRAM

# **PACIFIC DISTRICT USA HOCKEY**

## **Affiliates**

The Pacific District is one of Twelve Districts established by USA Hockey and is composed of five (5) Affiliates which represent the States of Alaska, California, Nevada, Oregon and Washington; and one non-affiliated State: Hawaii.

## **Objectives**

The objectives of the District are those contained in the USA Hockey Annual Guide as they pertain to the Pacific District for the purpose of supporting and managing competition for its common benefit. In achieving its objectives, the Pacific District expressly adopts USA Hockey's policy on zero tolerance, sexual abuse, physical abuse screening, hazing, and consumption/ use/abuse of mood-altering substances and codes of conduct as set forth in the USA Hockey Annual Guide.

## **Governance**

The Board of Directors of the Pacific District, a Nevada corporation, pursuant to the USA Hockey Bylaws, Rules, Regulations and Policies, shall govern the affairs of the District as they may now exist or may hereafter be modified.

### **A. Board of Directors**

The governing body of the District shall be a Board of Directors, which shall consist of the President of each of the Affiliates in the USA Hockey Pacific District, the USA Hockey Pacific District Directors, the USA Hockey Pacific District Registrar, and such others as the Board may appoint.

### **B. Meetings**

The regular Annual Meeting of the Pacific District shall be held prior to the USA Hockey Annual Congress, generally in May or June and the Mid-Annual Meeting shall be held in the fall, generally in October or November. The above referenced regular meetings of the Board may be held without call or notice provided that each Director shall receive at least fifteen days notice of the time, place and date of the meeting. Such notice may be given orally at a meeting at which all Directors are present. A majority of the authorized number of Directors constitutes a quorum of the Board for the transaction of business. A vote of the majority present in person at any regular meeting shall determine the action of the Board of Directors.

Special Meetings of the Board of Directors may be called by any member of the Board of Directors on 24 hour written notice personally delivered, faxed, or sent by other electronic transmission, accompanied by written notice of the agenda item(s) to be discussed. Special Meetings may be held telephonically so long as all participating can hear each other. The Chair of the Board shall set the time, place, date and method of conducting any Special Meeting.

A quorum at such Special Meeting shall consist of 2/3 of the members of the Board of Directors. A vote of the majority of those present in person or by telephone taken in Special Meetings shall constitute action of the District. Each member of the Board of Directors shall have an equal vote on all matters coming before the body at all meetings. Robert's Rules of Order, the latest edition, shall govern the conduct of all meetings of the Board of Directors.

Should any Affiliate President be unable to attend either a Regular or Special Meeting of the Board of Directors that Affiliate shall be allowed to designate another person to attend or participate. Such person who is attending shall be allowed a vote. Such Affiliate must provide notice to the Pacific District Chairman prior to the beginning of the Regular or Special Meeting.

#### **D. Rules and Regulations**

At any Annual or Special Meeting of the Board of Directors, the Board may consider revisions to its Rules and/or Regulations. Any such revisions shall be submitted to the Board at least seventy-two (72) hours prior to commencement of the meeting by e-mail, facsimile or first-class mail to each Director and to District Member or Affiliate affected thereby. No matter relating to a financial obligation of an Affiliate to the District may be considered by the Board unless the Affiliate has been given no less than thirty (30) days notice of the financial obligation including a detailed statement of the obligation and the facts from which it arises.

#### **E. USA Hockey District Directors**

The Pacific District is entitled to elect representatives to sit on the USA Hockey Board of Directors. Such persons shall be elected by the District as provided by the USA Hockey Annual Guide, and pursuant to such other procedures as may be adopted by the Board of Directors of the District.

### **Election of Directors**

**The following agreement has been executed by the Pacific District Affiliates relative to the election of Pacific District Directors, USA Hockey:**

1. Each Director shall be elected for a term of three years with the understanding that the terms shall be staggered. Elections for these positions will be for a term not to exceed three years. As of the date of publication of this Guidebook, the Directors and their terms of office are: Jon Gustafson - term ending June 2021; Kris Knauss - term ending June 2020; Steve Laing - term ending June 2022; Wayne Sawchuk - term ending June 2020.
2. All elections held pursuant to this agreement shall be conducted by the USA Hockey Registrar for the Pacific District pursuant to, and according to, the USA Hockey Constitution and By Laws, and Rules and Regulations passed pursuant thereto, and the terms of this agreement.
3. In order to avoid a direct conflict of interest, upon election as District Director, the elected person shall vacate any elected position held in an affiliate. No more than two Pacific District Directors may come from any one affiliate.
4. In a year in which this agreement requires that an election shall be conducted, the District Registrar shall inform the Affiliates of such at the Mid-Annual District (fall) Meeting prior to the election year.
5. Nominations for District Director shall be in writing and submitted to the Pacific District Registrar no later than December 31 of the current playing season. Each Affiliate Association shall be notified of the names of the nominees no later than February 15th. In the event there shall be no more than one (1) nominee for such position, the District Registrar shall declare that person elected, and inform USA Hockey of his/her election. No further balloting shall be held, and the provisions set forth below shall have no application
6. The District Registrar shall prepare a uniform ballot to be used by all voting associations, which shall be distributed, via email, to all local association registrars no later than April 1<sup>st</sup> of the current playing season. The ballots shall be returned, via email, to the District Registrar no later than

May 1st of the current playing season. Election shall require only a plurality of the votes actually cast in the election.

7. The District Registrar shall count the votes cast, certify the election, and inform the Affiliates of the result of the elections no later than May 15<sup>th</sup> of the year in which the election is held.
8. In the conduct of all elections provided for herein, each association shall have one vote per registered participant member. The number of votes will be based on the number of participant members registered with the USA Hockey Registrar as of March 15<sup>th</sup> of the current playing season. In the voting for the Directors, there shall be no cumulative voting. Election shall require only a plurality of the votes actually cast, and failure of any association to cast votes shall be presumed to be an intentional act on the part of same, in the absence of evidence to the contrary.
9. This agreement, and all the terms thereof, shall be effective from the date of passage of a motion duly passed by the Pacific District Affiliates, and shall have the same force and effect as an agreement signed by the duly authorized representative of said Affiliate; and shall not be amended, modified, or changed in any way except by a Motion properly made and passed at an Annual Meeting or Mid-Annual Meeting of such group.

### **Staff Positions**

The Board of Directors may appoint or elect operating and/or staff positions, as it deems necessary. Establishment of such positions will require a majority affirmative vote. There are presently four such positions.

Girls'/ Women's Section Representative: Kathy McGarrigle;  
District Treasurer: Chris Hays; Disabled Hockey Section Representative: Matt Zucker; and Secretary: Lisa McPheters-

The following duties and responsibilities have been established for the Pacific District Women's/Girls' Section Representative:

1. Encourage and assist registration of all girls'/women's hockey teams with the affiliates within the District under rules established by the District;
2. Communicate and cooperate with all Affiliate presidents and District Directors;
3. Make recommendations for adoption by the Pacific District Board of Directors in the best interests of improving the girls'/women's programs of the District;
4. Assist in the planning, creating, developing, administering and supervision of the girls'/women's tournaments within the District;
5. Represent the interests and views of the District at all meetings of the USA Hockey girls'/women's section;
6. Attend all regular Pacific District meetings and special meetings of the Board of Directors if requested; and
7. Arrange, conduct and supervise the District Girls'/Women Select Camp;
8. Propose and manage a budget for the above activities.

The following duties and responsibilities have been established for the Pacific District Disabled Hockey Section Representative:

1. Encourage and assist registration of all disabled hockey teams with the affiliates within the Pacific District under rules established by the Pacific District;
2. Communicate and cooperate with all Affiliate presidents and District Directors, as well as all Affiliate Disabled Representatives and Program Managers;
3. Make recommendations for adoption by the Pacific District Board of Directors in the best interests of improving the disabled hockey programs of the District;
4. Assist in the planning, creating, developing, administering and supervision of the disabled hockey tournaments and disabled hockey clinics within the Pacific District;
5. Promote district participation in the USA Hockey Disabled Festival;
6. Represent the interests and views of the Pacific District at all meetings of the USA Hockey disabled section;
7. Attend all regular Pacific District meetings and special meetings of the Board of Directors if requested; and
8. Propose and manage a budget for the above activities.

The District Treasurer and District Secretary are appointed positions that serve at the pleasure of the Board of Directors.

The Pacific District Treasurer shall have sufficient accounting skills to provide all necessary accounting reports. The Treasurer's duties shall be to receive all funds and maintain all financial records of the Pacific District. In addition, the Treasurer shall provide, at each board meeting, a written report of all financial transactions. Annually, the Treasurer, along with the Pacific District Finance Committee and/or a designated individual(s), will provide a budget to the Pacific District Board for approval.

The Pacific District Secretary shall have sufficient skills to provide all written records of the business of the Pacific District. The Secretary's duties shall include the recording of meeting minutes and providing of same to all members approximately two weeks following such meetings; notification of upcoming meetings; and the annual revision and publication of the District Guidebook.





*let them*  
**PLAY**

*let them*  
**HAVE FUN**

*let them*  
**FAIL**

*let them*  
**LEARN**

*let them*  
**SUCCEED**

---

*let them*  
**BE KIDS**



[admkids.com](http://admkids.com)



## **SECTION III**

### **PACIFIC DISTRICT GUIDELINES**

## **REGISTRATION OF TEAMS AND PLAYERS**

The Pacific District defines youth “travel teams” as teams that register with USA Hockey at the Tier I or Tier II division. All other registered youth teams are defined as “recreational or house” teams.

Players and teams shall be properly registered in accordance with the procedures detailed in the current USA Hockey Annual Guide. Individual affiliates may have additional required procedures and fees, which are included in their affiliate handbooks and the Technical Bulletins that are provided as a resource to all Affiliates and local program associations through the USA Hockey Registration Portal. The collection method of Pacific District fees is also detailed in these Technical Bulletins.

Individual Affiliates may have additional requirements regarding team rosters for teams other than Tier I and Tier II teams as well as additional Affiliate fees. Contact your USA Hockey Associate Registrar regarding these requirements.

USA Hockey registrations shall not be effective for any purpose (including insurance) until the online registration and fees are submitted to USA Hockey and/or the Pacific District Registrar or his/her designee, and the individual is claimed by a USA Hockey member program/ association.

### **District / National Tournaments**

In order to be eligible for USA Hockey Tournament Playoffs, teams must be properly registered in accordance with the guidelines set out in the most recent edition of the USA Hockey Annual Guide. Conflict between guidelines set out in this Guidebook, or any other publications or oral statements, are to be resolved by reference to the USA Hockey Annual Guide.

For National Championship Tournament-bound teams, in order for score sheets to count in meeting the 20/10 Rule for Youth, 10/5 Rule for High School, and the 14/10 Rule for Girls'/Women, that team's official Roster form (1-T) must be certified by the District Registrar or his appointee prior to that game being played. Additions, deletions or other changes to the Roster will be allowed until December 31 of the current playing season (except for Classifications which have a later cut-off date). No player changes to the Roster

will be allowed after the December 31 cut-off date under any circumstances.

Any player, officially rostered on a youth or girls national championship tournament-bound roster (1T) that participates in a State or District Playoff or Championship with the intent to move forward to a National Championship Tournament, shall have effectively used their one opportunity to secure a playing berth at a USA Hockey National Championship. Such player will not be permitted to be removed from their initial National Championship Tournament-bound roster (1T) and roster on a new National Championship Tournament-bound roster (1T) that has not yet participated in a State or District Playoff or Championship with the intent to move forward to a National Championship Tournament.

### **Foreign Player Registration**

Any player who is not a US citizen is required to comply strictly with the Rules and Regulations set out in the USA Hockey Annual Guide with regard to the eligibility of non-citizens. This eligibility must be in place prior to being eligible to be placed on an official roster (1T).

### **District / National Declarations**

In order to provide sufficient time to prepare for District and National Tournaments, each Affiliate shall declare all Youth and Girls Tier I teams planning to participate in the District and National Tournaments no later than December 1 of the current playing season. All Girls' Tier II and Women's teams planning to participate in the District Tournaments shall indicate their intention no later than **October 15<sup>th</sup>** of the current playing season. Any changes required after that date shall be granted only upon a written showing of good cause, and with the permission of the Pacific District Board of Directors.

### **Age Classifications**

For a current listing of age classifications for the appropriate season, please refer to the current edition of USA Hockey's Annual Guide or the USA Hockey website: [www.usahockey.com](http://www.usahockey.com)

### **Insurance Claims**

Claims for reimbursement of medical expenses incurred for injuries should be initiated by filling out the excess accident claim form available from the local association registrar. **In the case of severe, life threatening, or injury claims that may**

exceed \$50,000, call or e-mail your District Risk Manager immediately. It is critical that any unusual events, which cause, or may cause, increased liability exposure to USA Hockey be reported immediately to your District Risk Manager.

## **FINANCIAL CONTROL POLICIES AND GUIDELINES**

### **Scope**

It is the responsibility of all organizations within the Pacific District to establish and follow prudent guidelines in managing their assets. The purpose of this section is to provide minimum standard policy guidelines and recommendations for Pacific District organizations and their boards of directors. The Pacific District strongly recommends that, at a minimum, the financial control policies and guidelines set forth below are included in the organization's policies. Specific policies concerning financial accountability and controls will vary depending on the size of the organization, whether it is non-profit or for-profit and other factors such as state and Federal laws governing the specific organization.

### **Recommended Financial Control Policies & Guidelines**

1. **Financial Policies.** The board of directors of the organization should formulate financial policies for the organization. The administration of these policies may be delegated to a director or finance committee if the size of the board allows for such a committee.
2. **Segregation of Financial Duties and Responsibilities.** Financial responsibilities should be separated so that no one individual has sole control over cash receipts, disbursements and reconciliation of bank accounts. As an example, the individual signing the checks, making withdrawals and deposits and recording the disbursements and the deposits in the books should not be the same individual that reconciles the bank statements. If this is deemed to be not feasible for reasons unique to a given organization, fully documented bank reconciliations should be prepared by the Treasurer and examined by another board-designated individual prior to its joint presentation to the full board.
3. **Financial Reports.** At a minimum, three primary financial statements should be prepared summarizing all of the financial transactions of the organization. These financial

statements are a Balance Sheet, Income Statement and Cash Flow Statement (together the “Financial Statements”). The Financial Statements should be prepared periodically and submitted to the board of directors or its delegated representative(s) at regularly scheduled meetings.

- 4. **Financial Review.** The Pacific District Board of Directors, or its delegated representative(s), should perform a semi-annual review of the Financial Statements and bank statement reconciliations of the organization. Presently the Financial Committee for the Pacific District is composed of Flint DOUNGCHAK, Chair, Wendy Goldstein, Dru Hammond and Chris Hays. The review of the financial statements and bank statement reconciliations shall be documented; their acceptance shall be maintained by the Treasurer.
  
- 5. **Publishing and Availability for Financial Information.** The most recent Financial Statements that have been accepted by the Board and/or directions on how financial information of the organization can be obtained should be posted on the organization’s website.

**RECORD RETENTION POLICY**

**Policy.** USA Hockey’s Pacific District shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

**Record Retention Guidelines.** The following holding periods shall be used for the maintenance of the documents listed below:

**Accounting Records**

Accounts Payable	7 Years
Accounts Receivable	7 Years
Bank Reports	Permanent
Bank Statements	7 Years
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years

Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent

### **Other Records**

Articles of Incorporation & Bylaws	Permanent
Determination Letter from IRS (501©(3))	Permanent
Insurance Policies (still in effect)	Permanent
Insurance Policies (expired)	7 Years
Minutes of Board Meetings	Permanent

Adopted: May 14, 2011;

Amended: 07/15/2017

## **CONFLICT OF INTEREST POLICY**

Conflicts of interest have the potential to cause legal problems as well as embarrassment for the Pacific District of USA Hockey. While conflicts of interest are not prohibited, they must be duly considered by an appropriate body or party of the Pacific District of USA Hockey, based on disclosures as required by the Pacific District of USA Hockey. This Conflict of Interest Policy (this "Policy") is intended to help directors, officers, employees, members of Councils, Committees, Sections and similar bodies, and certain other persons identify situations that present possible conflicts of interest and to provide the Pacific District of USA Hockey with procedures whereby potential conflicts may be reviewed by an appropriate body or party of the Pacific District of USA Hockey.

Conflicts of interest exist where an individual's activities or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of the Pacific District of USA Hockey. It is impossible to list every circumstance giving rise to a conflict of interest; however, this Policy will serve as a guide to the types of circumstances that create conflicts of interest. Because the nature of the business of the Pacific District of USA Hockey requires great public respect for and trust in the reputation and integrity of the Pacific District of USA Hockey, and because the Pacific District of USA Hockey operates in the public spotlight, the Pacific

District of USA Hockey is expected to conduct its affairs in a manner consistent with high ethical principles. The Pacific District of USA Hockey correspondingly requires Responsible Persons (as defined below) to act in the same manner.

It is recognized that many persons serving in paid, volunteer and other roles with the Pacific District of USA Hockey may also have volunteer, employment, management, ownership and other relationships with other entities involved in hockey that give rise to fiduciary and similar obligations to those other third parties. Ordinarily a Responsible Person's obligations to the Pacific District of USA Hockey and a third party are not in conflict; however, when Conflicts of Interest arise, a Responsible Person has a primary fiduciary duty to the Pacific District of USA Hockey and must always act in the best interests of the Pacific District of USA Hockey. If a Conflict exists, then the Responsible Person must recuse themselves from involvement in the matter as more fully set forth in Section III below. Recognizing that Conflicts of Interest arise, this Policy is intended to preserve the integrity of the decisions and actions taken by the Pacific District of USA Hockey.

## **I. Definitions**

As used in this Policy, the following capitalized terms shall have the meanings indicated.

**"Agent"** refers to a person serving as a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of an entity or individual.

**"Board"** is the Board of Directors of the Pacific District of USA Hockey.

**"Transaction"** is any contract, transaction, agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with the Pacific District of USA Hockey or a Related Organization.

**"Control"** exists if an entity or individual either (i) owns, directly or indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.



**“Family Member”** is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.

**“Related Organization”** is an entity that controls, is controlled by, or is under common control with the Pacific District of USA Hockey.

**“Responsible Person”** is any person who holds one or more of the following positions with the Pacific District of USA Hockey or a Related Organization: Director; Director Emeritus; officer; member of a Council, Committee or Section; member of the USA Hockey staff; member of the Pacific District staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of the Pacific District of USA Hockey to be subject to this policy.

## **II. Existence of a Conflict of Interest**

A “Conflict of Interest” or “Conflict” exists when a Responsible Person’s activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities in any material respect on behalf of the Pacific District of USA Hockey or undermine the interests of the Pacific District of USA Hockey; provided, however, where a Responsible Person has a financial interest (regardless of the materiality of the financial interest) in a Transaction, a potential Conflict of Interest may exist. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a conflict. Conflicts of Interest include, without limitation, the following types of circumstances and related examples, which are presented for illustration purposes and are not intended to be an exhaustive list of all potential Conflicts of Interest:

- When the Pacific District of USA Hockey is considering entering into a Transaction with a Responsible Person or Family Member.

**Example:** Approval of the Board is sought for an agreement for the provision of consulting services by a director of the Pacific District of USA Hockey.

- When the Pacific District of USA Hockey is considering entering into a Transaction with an entity (other than a Related Organization) or individual in which a

Responsible Person or Family Member has a financial interest or is an Agent.

**Example:** Approval of the Finance and Investment Committee of the Pacific District of USA Hockey is sought for a banking relationship with a company of which a USA Hockey director is the Vice President.

- When a Responsible Person engages in activities competing with the Pacific District USA Hockey or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

**Example:** An officer of the Pacific District of USA Hockey agrees with another national governing body to promote the other national governing body in negotiations with potential sponsors or licensees.

- When a Responsible Person has a financial interest in an entity or individual that competes with the Pacific District of USA Hockey or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

**Example:** The spouse of an officer of the Pacific District of USA Hockey works for or is an investor in a company that competes with the Pacific District of USA Hockey, or in a company that provides services to a company that competes with Pacific District of USA Hockey.

- When a Responsible Person accepts gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with the Pacific District of USA Hockey or a Related Organization, if it might be concluded that such action was intended to influence or might influence the Responsible Person in his or her duties to the Pacific District of USA Hockey. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of the Pacific District of USA Hockey or a Related Organization.

**Example:** The Chairperson of the Finance Committee of the Pacific District of USA Hockey is offered free use of a lake home belonging to the President of an organization that has a financial proposal under review by the Pacific District of USA Hockey.

- When a Responsible Person has a financial interest or is an Agent of an organization that is reasonably likely to be impacted (financially or otherwise) by an action or decision made by the Responsible Person in his or

her capacity acting on behalf of the Pacific District of USA Hockey.

**Example:** A Council member who works for a league or other organization is called upon to vote or make a decision on a matter **materially** impacting the league or other organization.

**Example:** A director working or volunteering for a Tier I program serves on a committee for determining whether to grant Tier I status to competing programs.

- When a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of the Pacific District of USA Hockey or undermine the interests of the Pacific District of USA Hockey

**Example:** A Council member has a significant client that owns or operates a facility being considered as the host of a USA Hockey Pacific District event.

**Example:** A director serves on a hearing panel or appeal panel involving discipline against a member of the director's program.

### III. Policy and Procedures

The procedures set forth below are designed to help Responsible Persons identify situations that present potential Conflicts of Interest and to provide the Pacific District of USA Hockey with a procedure for independent review and, when appropriate, approval of a circumstance in which a Responsible Person has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in the Code

of the District of Columbia, Section 29-406.70, which governs conflicts of interest for directors of nonprofit corporations.

#### Reporting Conflicts of Interest

Prior to Board, Executive Committee or other action on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest as follows:

- a) in the case of Board or Executive Committee action, to the President;
- b) in the case of action by a Council, Committee, Section, task force, other ad hoc committee, or hearing or appeal panel, to the applicable chair (for example, a member of a Council who believes that he or she has a

- Conflict of Interest shall report the matter to the chair of the Council); or
- c) in the case of action by USA Hockey Pacific District staff, to the Executive Director. Such disclosure shall be made by the person with the Conflict prior to or at the meeting.

The individual to whom the disclosure is made shall report the disclosure at the meeting prior to consideration of the matter involving the Conflict, and the disclosure shall be reflected in the minutes of the meeting. If the person having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report shall be made by, a Vice President or another officer. If the person having the Conflict of Interest is the Executive Director, then the required disclosure shall be made to, and the required report shall be made by, the President.

For any other Conflicts of Interest not described above, the Responsible Person who believes he or she may have a Conflict of Interest shall disclose to the President the facts relating to the potential Conflict of Interest.

A Responsible Person with a Conflict of Interest shall refrain from any action that may affect the Pacific District of USA Hockey's participation in the subject Transaction or other decision or action of the Pacific District of USA Hockey, and shall not attempt to exert his or her personal influence regarding the matter.

Individuals or bodies of the Pacific District of USA Hockey with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from the Pacific District Chairperson, who may answer such question or refer such question to the full Pacific District Board or seek legal counsel.

### **Unreported Conflicts of Interest**

The Board of the Pacific District of USA Hockey may review any matter to be considered by the Board, or a Council, Committee, Section, task force, other ad hoc committee, hearing or appeal panel or other body of the Pacific District of USA Hockey, to determine whether a Responsible Person has a Conflict of Interest, and if it is determined that a Conflict exists the Conflict of Interest procedures herein shall apply.

## **Review of Conflicted Transactions**

For matters in which a Responsible Person has a Conflict of Interest, the Board, Executive Committee, Council, Committee, Section, task force, other ad hoc committee, hearing or appeal panel, or other body of the Pacific District of USA Hockey, as applicable, shall review each Conflict of Interest that is reported to it, and may approve the matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the body considering the matter, and the body approves the matter in good faith by the affirmative vote (without counting the person(s) with the Conflict) of a majority of the disinterested members of the body at the meeting, even though the disinterested members constitute less than a quorum for such meeting.

A Responsible Person who believes he or she has a Conflict of Interest shall not may except to participate in the body's discussion of the matter if they have disclosed the material facts related to the Conflict and all parties related to the subject of the matter are present or represented; and to respond to questions provided however, the chair of the body considering the matter shall may provide an opportunity for the body to discuss the matter without the person with the Conflict of Interest present. The person with a Conflict of Interest may not vote on the subject matter. The chair has the power to require the interested person to leave the room while the vote is taken and/or during deliberations.

The minutes of the meeting of the body reviewing a Conflict of Interest and making a decision on the underlying matter shall reflect (1) the matter under consideration, (2) the Responsible Person with a Conflict of Interest, (3) the Responsible Person's ineligibility to vote and/or absence from the meeting during any discussion or vote, and (4) the decision of the body on the matter under consideration.

For all other Conflicts of Interest, the Board Chairperson shall determine whether the Conflict of Interest should be reported to or acted on by the Board or other body of the Pacific District of USA Hockey. The Chairperson may also determine whether review and resolution of a Conflict of Interest should be handled by another party or body of the Pacific District of USA Hockey, including a special committee designated by the Chairperson. In each case, the Chairperson may direct and address review and resolution of the matter in the Chairperson's discretion and shall make a written record of the

disclosure of the Conflict of Interest and related decision on referral of the matter.

## **Questions**

If it is not clear whether a Conflict of Interest exists, then a Responsible Person with a potential Conflict shall disclose the circumstances to the Chairperson, who shall determine whether there exists a Conflict of Interest that is subject to this Policy.

Individuals or bodies of the Pacific District of USA Hockey with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from the Pacific District Chairperson, who may answer such question or refer such question the full Pacific District Board or seek legal counsel.

Adopted: May 14, 2011;

Amended: October 13, 2018

## **WHISTLEBLOWER POLICY**

This **Whistleblower Policy** of the Pacific District, USA Hockey ("Pacific District"): (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Pacific District; (2) specifies that the Pacific District will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Pacific District encourages complaints, reports or inquiries about illegal practices or serious violations of the Pacific District's policies, including illegal or improper conduct by the Pacific District itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Pacific District has existing complaint mechanisms should be addressed under those mechanisms. Reporting of violations of USA Hockey's SafeSport Policies should be addressed as required in the USA Hockey SafeSport Handbook. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from Retaliation.** The Pacific District prohibits retaliation by or on behalf of the Pacific District against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy.

This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Pacific District reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Insofar as possible, the confidentiality of the whistle-blower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the Pacific District's Chair of the Board of Directors or Treasurer immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Secretary. The Pacific District will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the Pacific District may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Adopted: May 14, 2011;

Amended: 07/15/2017

## **SAFESPORT POLICY**

The Safety of our members and participants is of paramount importance to USA Hockey, the Pacific District and its Affiliates. In early 2019, the USA Hockey SafeSport policy was incorporated under the management of the USOC and the U.S. Center for SafeSport (USCSS). The SafeSport policy is now reflective of **four guiding documents** that are all of equal importance:

- The Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017 (the “SafeSport Authorization Act”, found online at: <https://www.congress.gov/bill/115th-congress/senate-bill/534/text>;
- The USCSS’ Minor Athlete Abuse Prevention Policies, dated January 23, 2019 (the “MAAPP”), found online at: <http://www.usaclimbing.org/Assets/Minor+Athlete+Abuse+Policy.pdf>;
- The USCSS’ SafeSport Code for the U.S. Olympic and Paralympic Movement (the “USCSS Code”), found online at: <https://safesport.org/files/details/114>;
- The USA Hockey SafeSport Handbook (as currently posted on the USA Hockey SafeSport Webpage).

SafeSport is mandated and governed by federal legislation and the guiding documents are subject to revisions at any time. All Participants of USA Hockey in any capacity (including but not limited to: board members, administrators, committee members or leadership); members of a USA Hockey program (including but not limited to the foregoing positions, and coaches, managers, locker room monitors, other volunteers) are required to comply with all terms and conditions of the SafeSport policy in entirety, and to stay current in regard to the guiding documents. Members seeking clarification regarding SafeSport should contact their Pacific District or Affiliate SafeSport Coordinator with questions.

Adopted: 07/15/2017;

Amended: 10/5/2019

## **BACKGROUND SCREENING**

Background Screening is now a condition of compliance housed under the SafeSport policies and legislation. The Screening policies in each affiliate will largely remain in place through the 2019-2020 season, with significant changes expected to take place prior to the 2020-2021 season. Members seeking clarification on Background Screening should contact their Pacific District or Affiliate SafeSport Coordinator with questions.

Adopted: 10/05/2019



## **CONCUSSION AWARENESS & PROTOCOL POLICY**

On February 11, 2017, the Board of Directors voted to adopt a concussion protocol, education and awareness program effective with the 2017-2018 season. The program is based on the public school protocol (that now exists in all states within the Pacific District) regarding athlete safety when a concussion is suspected. The basic premise is that, when concussive activity is suspected, an athlete will be removed from play until he/she can be evaluated by a medical professional trained in the diagnosis and treatment of concussions, then cleared to safely return to participation.

USA Hockey implemented national concussion protocol effective with the 2019-2020 season, and all district affiliates shall be in compliance.

Adopted: 02/11/2017;

Amended: 10/13/2018

Amended: 10/05/2019

## **TRAVEL PERMITS**

### **A. Permits**

Travel permits are required for teams traveling to Canada or other countries (see Section C below). Affiliates are encouraged to develop their own travel permit procedures for teams traveling out of the District or Affiliate, if desired, to ensure that appropriate affiliate personnel are aware of the travel. All penalties incurred in any games played outside of the Affiliate must be reported immediately to the appropriate authority and must be served in accordance with USA Hockey rules, regardless of other hockey federations' rules. **NO AFFILIATE SHALL IMPOSE A TRAVEL FEE FOR TRAVEL TO A USA HOCKEY DISTRICT, REGIONAL, OR NATIONAL TOURNAMENT.**

## **B. Games with Teams from other Federations**

Games against Canadian teams can be sanctioned with a Travel Permit or tournament Sanction Form, as appropriate. All games with teams from other federations, including games played in this country, must be sanctioned as provided in the USA Hockey Annual Guide. The application form shall be accompanied by a check for the amount set forth in the USA Hockey Annual Guide.

## **C. Summer Travel in Canada**

Since the Canadian Amateur Hockey Association (CAHA) does not sanction any play during the summertime, and has no insurance coverage in effect during that period, there is no insurance coverage in effect for any USA Hockey member, team, or association, which travels to and participates in Canada with another Canadian team or teams. While a team may be properly registered with USA Hockey during that period for all other competition, there is no insurance coverage for the competition mentioned above.

## **INVITATIONAL TOURNAMENTS**

**No Invitational Tournament may be held in the same week, and within 150 miles of, a USA Hockey District, Regional, or National Tournament.**

All Invitational Tournaments hosted by USA Hockey registered teams shall be sanctioned in advance of the beginning of the Tournament as provided in the most current edition of the USA Hockey Annual Guide. As set out in that Annual Guide, a Tournament is defined as: **Competition, other than normally scheduled league or exhibition games, where three or more legally registered teams compete within a specified time frame.**

Application for Sanctioning shall be made on a form provided by the local association registrar, and shall be forwarded to the Associate Registrar, accompanied by a check for the appropriate amount as set out in the USA Hockey Annual Guide. Tournament rules shall be included with the form. All sanction fees, tournament application form and rules, should be submitted at least 60 days prior to the start of the tournament.

Some affiliates may impose additional sanction fees.

## 1. **Method of Determining Champion**

The Champion of the Tournament shall be determined as set forth in the USA Hockey Annual Guide unless the Registrar approves a different method at the time of the Sanctioning of the Tournament.

## 2. **Credentials**

All Youth and/or Girls sanctioned tournaments, regardless of the playing level, shall have a method for verifying official team rosters (IT's) to ensure that all players and coaches participating in a USA Hockey Sanctioned Tournament are appropriately registered on such official rosters (IT's). The Pacific District Registrar (or her designated Associate Registrar) can work with the host association to determine the appropriate method for roster (IT) verification for a Youth and/or Girls sanctioned tournament prior to the event being sanctioned.

Each season, the start of the season commences on September 1<sup>st</sup>. Prior to this date, but no sooner than August 15<sup>th</sup>, for Youth and/or Girls games to count for credential purposes, a written request must be made of the appropriate Affiliate President by the 3<sup>rd</sup> week of July. Unusual circumstances must prevail for such a request to be made. The Affiliate President will then forward such request to the Pacific District Registrar, no later than August 1<sup>st</sup>, for final determination. Should the request be approved the following requirements must be met:

- a. Both teams participating in a game must have an officially approved IT for the forthcoming playing season;
- b. Teams must be of like competitive levels;
- c. Referees must be secured through local referee association;
- d. The Associate Registrar assigned to the Affiliate must be notified of the scheduled games;
- e. Score sheets for games between August 15 & 31 must be emailed to such Associate Registrar within 24 hours of game completion.

In the event that any of these requirements are not met, the game under consideration will not count for credential purposes.

Adult sanctioned tournaments, regardless of the playing level, are required to receive all participants' USA Hockey Confirmation numbers prior to the start of and participation in the tournament. It is the responsibility of the Sanctioned Tournament Host Association to verify all participants are properly registered with USA Hockey and claimed for the current playing season.

### 3. **Registration Regulations**

All teams and players must be properly registered in accordance with the Regulations set out in the USA Hockey Annual Guide. Any deviations from those Regulations require the permission of the District Registrar prior to the first game of the Tournament.

### 4. **Playing Rules**

The Official USA Hockey Playing Rules shall be used in all classifications. Changes, deletions, or additions to those rules require the prior approval of the District Registrar.

### 5. **Referees**

Only USA Hockey registered officials shall be used in USA Hockey sanctioned Tournaments. All referee and linesmen are required to wear only USA Hockey crests on their referee sweaters. The District Registrar and District Referee in Chief prior to the Tournament must approve any deviations from this requirement.

### 6. **Discipline Committee**

Every Sanctioned Tournament shall include a Discipline Committee that shall perform the duties and responsibilities as set out in the USA Hockey Annual Guide unless the Registrar approves a different method at the time of the sanctioning of the tournament.

## DISTRICT TOURNAMENTS

### A. GENERAL REQUIREMENTS

1. Any team selected to host a National Championship tournament shall not be allowed or permitted to participate in the District Tournaments. In addition, it is recommended that such National Championship host team not be allowed to participate in state playoffs.
2. All Affiliate Tournaments shall be completed ten days prior to the first game of the District Youth Tier I and Girls Tier I, Tier II and Women's' B & C Tournaments.
3. Any Affiliate and/or Association that desires to host a District playoff must submit the completed "Application to Host a District Tournament" to the Pacific District Tournament Director. The Affiliate President must approve such application prior to it being submitted to the Pacific District Tournament Director. The Pacific District Tournament Director will distribute the Application to Host a District Tournament to the Affiliate Presidents for distribution to their associations/clubs or rink facilities by May 1<sup>st</sup>. Completed applications are due back to the District Tournament Director by June 1<sup>st</sup>. The District Tournament Director will forward all tournament applications to the Board of Directors for its consideration and decision at the Annual Meeting.
4. Referee Fees for such Tournament are as set out on Page 49, Item C.
5. Information concerning Host Requirements for a District Tournament is found in Paragraph B. Additional requirements may be found in the USA Hockey Annual Guide, National Tournament Guidebook and at **www.usahockey.com** in the Tournament Section.
6. Any Affiliate that declares its intention to participate in the District Tournament shall deposit with the District Treasurer by December 31<sup>st</sup> the tournament entry fee (\$2,850.00) for each participating team. Any team that declares its intention to participate and thereafter withdraws shall (1) forfeit its tournament entry fee; (2)

be liable to the Host for financial loss sustained by Host including, without limitation, loss of complimentary hotel rooms, sponsorship contractual obligations; and (3) may forfeit its right to participate in District tournaments for subsequent years. The Affiliate shall be responsible for tournament team entry fees for each of its own teams that declare intent to enter the District Tournament.

7. The Pacific District Treasurer shall pay to each Tournament Host the board approved tournament fees no later than 30 days prior to the start of each District Tournament.

## **B. HOST REQUIREMENTS**

The Tournament Host organization must agree to the rules and regulations for hosting a District Tournament as set forth in the USA Hockey Annual Guide and the National Tournament Guidebook, as well as the following terms:

1. As provided by USA Hockey Rules, a Pacific District Director will serve as Tournament Director and be responsible for the scheduling of the Tournament. The Youth Council National Tournament Chairperson will approve the Tournament Schedule.
  - A. The Tournament Director will conduct the Tournament in accordance with USA Hockey Rules. He/she shall act in the best interest of USA Hockey without regard to District allegiance or concerns.
  - B. The Tournament Host Organization must be fully acquainted with USA Hockey Tournament Rules and Regulations as set forth in the USA Hockey Annual Guide, National Tournament Guidebook and Pacific District Guidebook.
2. Any Affiliate and/or Association wishing to host a Tournament shall have two sheets of ice available for the Tournament. Ice time shall be available for the tournament from 7:00 a.m. to 11:00 p.m. Thursday through Saturday, and on Sunday from 8:00 a.m. through 5:00 p.m. to permit a maximum number of games. The USA Hockey National Tournament Director may grant a waiver of this provision upon a

showing of good cause. Failure to comply with ice sheet availability may result in the Tournament Director declaring a forfeiture of the right to host the tournament, and the Board of Directors awarding the Tournament to a new host association.

3. Refer to a National Tournament Guidebook for hotel requirements. A list of tournament hotels with rates shall be included with the tournament packet sent by the host.
4. In the Host Tournament Packet, the Host Association shall provide a tournament packet to the District Tournament Director on or before January 1<sup>st</sup> of the Tournament year. The District Tournament Director shall distribute the tournament packets to each affiliate president no later than January 15<sup>th</sup> of each tournament year.
5. Each host site is required by USA Hockey to have medical personnel on site during the entire District or National Championships Tournament. The on-site medical staff may consist of a combination of Doctors, Nurses, EMT's or Certified Athletic Trainers.

The on-site medical staff will have the over-riding authority to determine if a player's injury warrants removal from the game and/ or referral to the local hospital. If a player is referred to the local hospital, and intends to return to play, the player must provide a written release from the doctor who examined him/her and determined that the player was able to return to play. However, even with the medical release from the examining Doctor, the final authority to allow the player back on the ice will rest with the Host's on-site medical staff.

No coach, team doctor, team trainer, parent or guardian may take responsibility for the player returning to the ice without the approval of the Tournament host's on-site medical staff. There will be no exceptions, even if a player's parent(s) happen to be a doctor or other medical professional. Only the on-site medical staff can approve the player's return to the ice.

**This is the minimum standard to be followed for return to play following an injury/concussion. If state laws require higher standards of care, then those state laws shall be followed.**

6. All teams that do not have two (2) goaltenders are encouraged to arrange for an emergency backup goaltender as provided in the USA Hockey Annual Guidebook.
7. The Host Association shall supply a Championship and Runner-Up Trophy, the design of which shall be submitted to and approved by the District Tournament Directors no later than 30 days prior to commencement of the Tournament. The host will provide the District approved individual awards for each member of both teams and a district approved champion banner.
8. The Host Association shall ***reserve and secure*** separate rooms for the lodging of the USA Hockey Tournament Directors and USA Hockey Registrar, as well as for the Girls'/Women's Representative at the Girls'/Women's Tournaments. The Host Association shall ***reserve and pay for rooms*** for game officials and the Referee-in-chief. Accommodations for these officials shall be provided at a suitable facility separate and apart from the participation teams. The Host Association shall also ***provide or pay*** for local transportation for game officials.
9. **All District tournaments must be completed not less than fourteen (14) days prior to the first day of the National Championships.**
10. The Host Association must arrange for a rink evaluation at least two weeks prior to the start of the tournament. The appropriate Associate District Risk Manager shall be contacted to perform this evaluation using the USA Hockey Rink Evaluation Guide/Checklist. The Rink Manager should be included in the inspection efforts leading to completion of the form, and he/she is to be made aware of any discrepancies or shortcomings. A reasoned judgment as to the urgency of any repairs or modifications should be made, and the arena manager should be in full agreement as to any modifications or repairs, and that the tournament will transpire in a safe venue. Any



questions or problems with regard to this provision shall be referred to the District Risk Manager.

- 11. The Host Association shall also provide a meeting room for the Tournament Officials to conduct the affairs of the Tournament separate and apart from participants, spectators, and other personnel. At each facility, the Host shall provide Internet access for immediate posting of play-by-play and period /game results.

C. REFEREE FEES

The following schedule of Referee Fees shall be applicable to all District Tournaments played in the Pacific District:

<u>Level</u>	<u>Division</u>	<u>Total Game Fee</u>
<b>Tier I</b>	14U	\$150
	15Only (4-man)	\$260
	16U (4-man)	\$260
	18U (4-man)	\$260
<b>Girls’/Women’s</b>	14U	\$130
	16U	\$160
	19U	\$160
	Senior A/B/C	\$100

In addition to the above fees, each official who does not reside in the area in which the tournament is being held shall receive a stipend of \$38 per day to cover meal expenses which shall be paid to the Tournament Supervisor of Officials at the Coaches’ meeting. The District Referee in Chief shall provide a list of such out of town officials to the Tournament Director and the Tournament Chair no later than two weeks prior to commencement of the Tournament. In addition, the District RIC shall provide a list of all officials who are assigned to officiate the tournament no later than five days prior to commencement of the tournament.

## **D. TOURNAMENT RULES**

### **1. Method of Determining Champion**

The procedures for determining the champion in all Youth and Girls'/Women's Tournaments shall be as set forth in the District and National Championship Tournament Guidebook.

### **2. Pairings**

The USA Hockey Pacific District Tournament Director shall set the schedule of games, including home and visitor designations. It shall be sent to all Affiliate Presidents one month in advance of the first game. The Affiliate Presidents shall have the responsibility of reviewing the schedule upon receipt and providing their representative teams with copies of the schedule.

### **3. Credentials and Requirements of Participants**

**The authorized person in each Affiliate will credential all teams. The certified credential sheet will be forwarded to the District Registrar within 48 hours of the start of the District Tournament. All teams must have their credentials available at the Mandatory Coaches meeting that is conducted prior to the tournament.**

For specific requirements refer to the USA Hockey District and National Championship Tournament Guidebook.

- a. To verify a team's eligibility a credentials review shall be conducted by the District Registrar or his appointee.
- b. Credentials information will be organized in a Three-ring notebook with team materials placed first followed by individual player materials (organized alphabetically or by team roster).
- c. All score sheets will be arranged in order of the dates played from the latest to the earliest. Score sheets must verify that the team has played a minimum of twenty (20) games and that each

player has played in a minimum of ten (10) games for that team in the Youth Classifications; and, in the Girls'/Women's classifications, that the team has played a minimum of fourteen (14) games and that each player has played in a minimum of ten (10) games for that team.

- d. **For purposes of the Youth 20/10 rule or Girls/Women 14/10 rule, no game will be disqualified due to lack of certification by a coach.**

(Reminder: To be eligible for National Championship play downs in the Youth or Girls'/Women's divisions, no team's games may be applied toward the 20/10 or 14/10 Rule until its Team Roster has been certified by the District Registrar or his appointee. See Registration of Teams and Players (above), and the USA Hockey Annual Guide, Districts and Nationals.)

**Note:**

**Teams must provide a copy of the score sheet for every game played during the current season.**

#### 4. **Coaches**

If it is necessary to add a coach to a team roster it must be done at least 24 hours prior to the mandatory coaches' meeting.

A meeting of all coaches participating in the tournament shall be held prior to the start of play at a time and place to be set by the Tournament Director. The coaches meeting date and time shall be the first item listed on the schedule and shall be included in the tournament information packet. **A rostered team official of the participating team or a person designated by the head coach, in writing, shall be present at such meeting.** Failure of a team to have its Team Representative present shall result in the suspension of the Head Coach from that team's first game of the tournament. The tournament Director shall have discretion to allow exceptions to this provision upon a showing that the failure has occurred as a result of circumstances beyond the control of the Coach(s) and/or team in question. See below for rules with

regard to disqualification and substitution of coaches on the bench.

## 5. **Game Procedure**

The head coach of each team must review the score sheet and sign it prior to the start of each game.

In the event the rostered coaches for a team are unable to be on the bench because of disqualification, illness, accident, or other happenstance, a person to be designated by the team, with the approval of the Tournament Director, may be allowed to act as the coach of that team for that particular game or games. Any person so designated shall, in the absence of exceptional circumstances, possess a coaching credential at the level mandated by the District.

Every game in a 2 or 3 team format shall be played until a winner is declared under the National Tournament guidelines.

## 6. **Discipline Committee**

- a. The Discipline Committee for each Affiliate, District or National Championship shall be composed of three (3) people and be appointed prior to the first game by the on-site Tournament Director. Its members shall not come from the same community. The referee-in-chief, or his/her appointee, shall not be eligible to serve on the Discipline Committee.
- b. The Discipline Committee shall be responsible for deciding any action, suspensions or otherwise, to be taken against a player or team official to be served during the tournament in question. The Discipline Committee shall have full power to waive or increase the one- or two-game suspension imposed in Rule 404(b) Game Misconduct.
- c. The Discipline Committee shall have authority to initiate action involving supplementary discipline against a player or team official whether or not it involves the playing rules; provided, however, that no suspension shall occur without first giving notice

of the intended action and providing the opportunity for a hearing.

- d. There shall be no hearing for a game misconduct unless deemed necessary by the Discipline Committee. The Discipline Committee shall hold a hearing on any match penalty prior to the team's next game.

## **7. Cancellation of Games**

Scheduled Tournament Games in which neither team can advance in the Tournament nor in which the result of the game can in no way affect the status of other teams advancing may be canceled by the Tournament Director on appropriate notice to both teams.

## **8. Noisemakers**

Noisemakers are not allowed at District/National tournaments. The tournament director or his/her appointee has the final say as to whether the item is a noisemaker.

## **COACHES EDUCATION PROGRAM**

***The following pertain to all Affiliate Members of USA Hockey's Pacific District.***

### **Certification Requirements**

All team staff on a USA Hockey Official Roster (1T) shall have the level of education and screening as required by USA Hockey. The USA Hockey Coaching Certification Requirements as posted in the USA Hockey Annual Guide will be the standards within the Pacific District.

### **Failure to Comply with CEP Requirements by January 1**

Per USA Hockey bylaws, coaches who fail to complete CEP requirements by December 31 of the playing season are immediately ineligible for all coaching activities for the remainder of the season. In addition, per the Pacific District, the coach shall remain ineligible to participate in any coaching

activities until all CEP requirements for the following season are completed.

### **Module & SafeSport Requirement for Eligible Participation**

All coaches must complete their age appropriate online module, USA Hockey's SafeSport Certification, and their Affiliate's Background Screening prior to being eligible to roster on a team's Official Roster (1T). Coaches will be "redlined" until these requirements are complete and are not eligible to participate *in any capacity* with their team.

### **Temporary Card Application Procedures and Policies**

Coaches in USA Hockey's Pacific District may be issued a Temporary Coaching Cards in extraordinarily extenuating circumstances (medical leave, military service). The following persons must approve such a request: Association President, Affiliate President, and then District Coach in Chief.

Approved Temporary Card Requests are not considered complete and valid until the following conditions are met:

1. The Temporary Card Request Form is completed and signed by the required parties.
2. The applicant receives a letter from the District Coach in Chief approving the request.
3. The proper application fee, along with the above two items, are mailed to the National Office of USA Hockey (address is on the form).
4. The applicant **receives** a Temporary Coaching Card from the National Office of USA Hockey. This may take up to 30 days.
5. The applicant submits a photocopy of their Temporary Coaching Card to their local association registrar, who in turn provides it to the Associate Registrar.

Temporary Cards expire on August 31<sup>st</sup> of the playing season and coaches **MUST** complete the required certification the following season. The grace period of December 31 for the following season does not apply for coaches who receive a Temporary Card. After the August 31<sup>st</sup> expiration of the card, the applicant must complete their CEP requirements prior to returning to an USA Hockey coaching activity.

## **Spring/Summer Coaches Certification**

Spring/Summer Coaches must have their SafeSport Screening Certification and Affiliate Screening prior to any coaching activities.

First time coaches (who have never been rostered, inclusive of traditional playing season rosters) may be added to a roster and will have until December 31 of that year to complete their CEP requirements. This should be done as early in the year as possible. Beginning in 2017, April CEP classes will be offered through the Pacific District.

Coaches who have current and valid CEP credentials but are coaching at a different division (age), may be rostered. They must complete their required age module prior to the start of the ensuing playing season if they intend to coach; otherwise by December 31 to be eligible to coach in Spring/Summer activity.

Any coach that did fail to meet CEP requirements by December 31 in any prior playing season (see above) is not eligible to participate in Spring/Summer activities until they have completed all CEP requirements.

## **USA HOCKEY PACIFIC DISTRICT PLAYER DEVELOPMENT PROGRAM**

The Pacific District, in accordance with USA Hockey Guidelines, has established a procedure for selecting players to attend the various player development camps and festivals sponsored by USA Hockey. Such guidelines are subject to change as determined by the Pacific District Board of Directors. Any questions regarding the tryout process should first be directed to the Affiliate of which the player is a member.

USA Hockey Pacific District shall appoint a Boys Player Development Administrator and a Girls Player Development Administrator. The administrators shall be responsible for coordinating and administering the District Player Development Camps. The duties of the Administrators shall include but are not limited to the following:

1. Recommend development camp dates and locations;
2. Distribute information to Affiliate Presidents and other District Personnel as appropriate;
3. Solicit and recommend candidates for evaluator, head coach, assistant coach, and team leader for the various development camps and festivals;
4. Supervise the overall operation of player development camps;
5. Resolve any disputes between the evaluation team in the selection process;
6. Notify players of their selection to a USA Hockey National Player Development Camp or Team;
7. Any further duties that may be relevant to USA Hockey and Pacific District Player Development.

Each affiliate in the Pacific District shall adhere to the following dates and deadlines. Information shall be submitted by the affiliate to the Pacific District Player Development Administrator on an annual basis:

Affiliate Boys and Girls Player Development Personnel Contact Submission	September 1
Affiliate Boys and Girls Player Development Camp Dates & Location Submission	November 1
Affiliate Boys Player Development Camp Nominations Deadline to Pacific District Select 17 40-Man Camp	February 1
Affiliate Boys and Girls Development Nominee, Injury Submission & Affiliate Payment Due based on District Allocations - Select 14, 15, 16, & 17	February 1
Affiliate Boys Player Development Personnel Submission of Pacific District Player Development Camp Personnel	February 10
Affiliate Boys Player Development Nominee & Injury Submissions based on District Allocations - Select 14	April 15

**Purpose:** The goal of the Pacific District Player Development Camps ("District Camps") is to identify and select the most competitive boys and girls ages 14, 15, 16, & 17, to represent the Pacific District ("District") at the USA Hockey National Player



Development Camps, the USA Hockey Select 14 Western Regional High Performance Camp, Pacific District Goaltending Development Camp, and Girls Multi-District Camp and such other camps or festivals as may be approved by the Pacific District Board of Directors.

**Player Eligibility:** To be eligible to participate in the Affiliate Player Development Camps and District Player Development Camps, all players shall meet United States citizenship requirements as defined by USA Hockey. Participants shall meet citizenship requirements prior to the camps' registration deadline. In addition, the permanent residence of an eligible player must be in one of the USA Hockey Pacific District Affiliates. Eligible players shall attend the Affiliate Player Development Tryout Camps in the Affiliate in which they are playing on a Tier I or Tier II team and shall participate in the tryout camp of only one Pacific District Affiliate.

**District/Multi-District Player Development Camp Allocations:** The Pacific District Player Development Administrators shall establish annual allocations ("Allocations") for each Affiliate and shall provide the Allocations to the Affiliates at the fall Pacific District Board Meeting.

**Affiliate Player Development Tryout Camps:** Each Affiliate is required to conduct a tryout camp, at every age level (with the exception of Select 17 Boys) for which USA Hockey hosts a National Player Development Camp as well a Multi-District Player Development Camp, to evaluate and select players who will advance to the Pacific District Player Development Camp(s), Girls Multi-District Player Development Camp, and Western Regional Select 14 High Performance Camp. The format of the Affiliate Player Development Tryout Camps is to be presented to the Pacific District Board at its fall meeting. The Affiliate Player Development Tryout Camps shall occur no later than the last full weekend in January. With prior approval from the Pacific District Player Development Administrators, Affiliates may conduct combined camps. In conducting the Affiliate Player Development Tryout Camps, the Affiliates shall use the registration software approved by USA Hockey for the National Player Development Camps.

**Affiliate Selections:** Each Affiliate shall, based on their individual allocations, email a list of nominated players with numerical ranking selected to advance to the Pacific District Boys Player Development Camp, Pacific District Goaltending Development Camp, Girls Multi-District Player Development

Camp, and Western Regional Select 14 High Performance Camp, including alternates (“Selection List”) to the Pacific District Player Development Administrators no later than February 1 for Select 15, 16, & 17 age levels; and no later than April 15 for Select 14 age levels.

If an Affiliate fails to meet the deadlines of player nominations to the Pacific District Player Development Administrators, the Affiliate shall then forfeit their allocations to the Pacific District Player Development Administrators in which he/she may nominate players within the Pacific District on an At-Large basis at his/her discretion. Additionally, if an Affiliate nominates a player on their Selection List that does not meet Pacific District Handbook requirements, that affiliate shall forfeit their allocation to the Pacific District Player Development Administrators for lack of due diligence and be required to notify the player in question.

Injured players who are not able to attend the Affiliate Player Development Tryout Camps in the Affiliate in which they play in are to be evaluated by that Affiliate to be included or excluded from that Affiliate’s Selection List. Any player that resides in a Pacific District Affiliate, but plays in another USA Hockey Affiliate or District, other than the Pacific District, or in another country, shall be evaluated by the Affiliate in which they reside to be included or excluded from that Affiliates’ Selection List. The Affiliate shall also provide the Pacific District Player Development Administrators a list of injured players and/or players playing elsewhere that were not included in the Selection List.

**At-Large Selections:** The Pacific District Player Development Administrators shall have the ability to identify, and select for nomination to the Boys Pacific District Player Development Camp, Girls Multi-District Player Development Camp and Western Regional Select 14 High Performance Camp, qualified at-large candidates who otherwise were not included in the Affiliates’ Nomination Lists.

**Pacific District Player Development Camps:** The Pacific District shall conduct a player development tryout camp, at the Select 15, 16 & 17 age levels for boys, and Select 15, 16 & 17 age levels for girls for which USA Hockey hosts a national player development camp, to evaluate and select players who will advance to the USA Hockey Player Development Camps. The Pacific District Player Development Camps shall occur no later than the third full weekend of May.

In conducting the Pacific District Player Development Camps, the Affiliates, shall use the registration software approved by USA Hockey for the national player development camps.

Each Affiliate shall provide one evaluator (“Evaluator”) per age level. The Pacific District Player Development Administrators may appoint up to four (4) additional Evaluators per camp, per age level, from the USA Hockey National Office, USNDTP, professional, collegiate, or junior level coaches. The Pacific District Player Development Administrators, or his/her designee shall be the chair of each evaluation age group. Each Affiliate shall also provide the following Pacific District Player Development Camp staff:

- Girls Multi-District Player Development Camp: two (2) coaches each from Alaska, California, Nevada, Oregon, and Washington. Additional support staff as determined by the Girls Pacific District Player Development Administrator.
- All Affiliate Camp Personnel must have proper background screening and required SafeSport Certifications prior to camp nomination by their Affiliate Association.

Should an Affiliate fail to provide an Evaluator, coach, or team leader, the Pacific District Player Development Administrators may fill such vacancies as needed. Affiliate Player Development Personnel shall designate Pacific District Camp Personnel with the final authorization by the Affiliate Presidents and the Pacific District Player Development Administrator. All Nominated Affiliate Personnel shall reside in the Pacific District and be currently registered and active within USA Hockey, with proper background screening and required SafeSport Certification.

**Pacific District Selections:** The Pacific District Evaluation Teams shall prepare a list of players that are nominated to advance to the USA Hockey National Player Development Camps, including alternates, based on District Allocations provided by the USA Hockey National Office. The decision of the Evaluation Team is final, and no changes can be made to the list. The Pacific District Evaluation Team may also select additional players to attend such other development camps & festivals as may be approved by USA Hockey’s Pacific District.

Injured candidates and candidates playing for Tier I or Tier II teams outside the Pacific District, who are not able to attend an Affiliate Player Development Camp may request a direct nomination to the Pacific District Player Development Camp. The Pacific District Player Development Administrators will assist candidates playing outside the Pacific District to participate in a tryout in the district or affiliate where he/she is playing that season. This evaluation will be used in the Pacific District Player Development Camp Selection Process. There is no guarantee that the injured candidate playing outside the Pacific District will be given a District spot to the USA Hockey Player Development Camps regardless of his/her prior years' performance. Additionally, consideration will be given to any Affiliate recommendation provided for such a candidate.

**Western Regional Select 14 High Performance Camp:** In cooperation with the Rocky Mountain, Northern Plains, and Pacific Districts, USA Hockey promotes multi-district player development camps to fulfill the absence of a USA Hockey Select 14 Boys' National Player Development Camp. This arena provides elite level players an opportunity to compete and develop against the best players in the western United States.

The Boys Pacific District Player Development Administrator shall determine allocations for each state/affiliate for the Western Regional Select 14 High Performance Camp ("WR14"). Additional allocations may be provided to the Pacific District should other Districts return unused allocations.

The Boys Pacific District Player Development Administrator shall select a minimum of four (4) coaches from the Pacific District for the WRHP Camp with concurrence of the WRHP Camp Director. All nominated coaches shall be at a minimum CEP Level IV for at least three (3) years and/or may have junior, collegiate, or professional level coaching experience. Affiliates shall verify all coaching candidates be screened through their Affiliate screening program. It is desirable to have college or junior level coaches; however, at a minimum the nominated coach should have coached at 16U Tier 1 or above for at least three (3) years.

A minimum of four (4) team leaders shall be selected from the Pacific District to assist with the WRHPC Camp by the Boys Pacific District Player Development Administrator with the

concurrence of the WRHPC Pacific Co-Director. All nominated team leaders must be screened, and SafeSport certified through their Affiliate's screening program and authorized by their respective Affiliate President.

**Pacific District Camp Registration Policy:** Affiliate nominees will be sent invitations electronically from the Pacific District Player Development Administrators. Once the invitation is received, nominees have 30 days to pay and register online for the Pacific District Player Development Camps. If nominees fail to register in a timely manner, they will lose their spot to an alternate nominee. Alternate nominees have 14 days following their invitation to register and pay for the District Camp.

**Pacific District Camp Cancellations:** Under the Pacific District Player Development Camp, cancellations received on or before March 15 will receive a cash refund less a \$100 administration fee. After March 15, no refund will be issued except for misfortune, injury, or illness at the discretion of the Pacific District Player Development Administrators. Under the Western Regional Select 14 High Performance Camp, cancellations received on or before May 15 will receive a cash refund less a \$100 administration fee. After May 15, no refund will be issued except for misfortune, injury, or illness at the full discretion of the Pacific District Boys Player Development Administrator.

A doctor's note may be required for injury or illness. The Pacific District Player Development Administrators may consider a credit under these circumstances and reserves the right to make the final decision in this regard. Affiliate Player Development Tryout Camp cancellations are subject to the respective Affiliate cancellation policy.

**Pacific District Player Development Camp Fees:** Affiliates shall contribute \$50.00/per allocated position for the Select 15, 16, & 17 Pacific District Boys Player Development Camps and for the Select 15, 16 & 17 Pacific District Girls Player Development Camps due February 1 of the calendar year. Affiliates shall make checks payable to USA Hockey Pacific District. These camp fees are non-refundable and non-transferable.

**Pacific District Camp Scouting Policy:** To all scouts, family advisors, coaches - contact with players during the Pacific District Player Development Camps, Pacific District

Goaltending Development Camp, and Western Regional Select 14 High Performance Camp is strictly forbidden. The Pacific District shall produce a Scout Book, for purchase, with the players' contact information. The Pacific District and USA Hockey sincerely hope that several of our players will draw interest from your program. However, during our camps, the players have a demanding schedule and participate in a very competitive environment. Please allow them to maintain their focus on the task at hand. The Pacific District and USA Hockey appreciate your cooperation with this policy.

Please understand that a violation of this policy can result in removal from the facility.

Adopted: October 26, 2013;

Amended 07/15/2017;

Amended 10/13/2018

Amended 10/05/2019





## SECTION IV

### PACIFIC DISTRICT BYLAWS



**BYLAWS**  
**OF**  
**PACIFIC DISTRICT, USA HOCKEY**  
**A Nevada Corporation**  
**As Amended and Restated October 15, 2011**

**ARTICLE I. OFFICES**

Principal Office

Section 1.01. The principal office of the Corporation for its transaction of business shall be located at the residence of the Treasurer of the corporation.

Change of Address

Section 1.02. The Board of Directors is hereby granted full power and authority to change the principal office of the Corporation from one location to another. Any such change shall be noted by the Secretary in the minutes of Board meetings but shall not be considered an amendment of these Bylaws.

**ARTICLE II. MEMBERS**

Classification of Members

Section 2.01. The Corporation shall have one class of Members only, and each Member shall have equal voting and other rights. No entity shall hold more than one membership in the Corporation.

Eligibility for Membership

Section 2.02. The Members of this Corporation shall be the nonprofit, tax-exempt, USA Hockey Affiliates of the Pacific District of USA Hockey which are presently the Alaska State Hockey Association, California Amateur Hockey Association, Nevada Amateur Hockey Association, Oregon State Hockey Association, and Pacific Northwest Amateur Hockey Association. At such time as a duly recognized and qualified

organization located in the State of Hawaii executes an affiliate agreement with USA Hockey and otherwise meets the qualifications for membership, it shall be entitled to apply for membership in this corporation.

#### Qualification of Members

Section 2.03. Any entity, eligible for membership under Section 2.02 of these Bylaws, is qualified for membership only after such entity has satisfied the following qualifications:

- (a) Incorporation under the laws of the State in which the entity shall oversee hockey under the purposes set forth in the Articles of Incorporation of this corporation;
- (b) Acquisition and maintenance of tax-exempt status under Internal Revenue Code Section 501(c)(3) and the laws of the State in which the entity is formed;
- (c) A signed Affiliate Agreement with USA Hockey.

#### Admission to Membership

Section 2.04. Any entity, eligible for membership under Section 2.02 of these Bylaws and qualified for membership under Section 2.03 of these Bylaws, shall be admitted to membership only on the approval of the Board of Directors and on the payment of the first annual dues as specified in Section 2.06 of these Bylaws.

#### Application Fee

Section 2.05. There shall be no application fee.

#### Dues

Section 2.06. The annual dues payable to the Corporation by Members shall be in such amounts as shall be determined by resolution of the Board of Directors. Dues shall be payable for the first year on admission to membership and annually thereafter at such time or times as may be fixed by the Board of Directors.

## Assessments

Section 2.07. Memberships are subject to assessments which may be levied and collected as follows: An assessment of \$2.00 for each registered paid player (as that term is defined by USA Hockey) within the geographical boundaries of each Member entity shall be paid annually by the Member. The Board of Directors may from time-to-time increase or decrease such assessments based upon the reasonable needs of this Corporation.

(Assessment Amount amended 5.19.2018)

## Transferability of Membership

Section 2.08. Neither the membership in the Corporation nor any rights in the membership may be transferred or assigned for value or otherwise.

## Personal Liability of Members

Section 2.09. A Member of the Corporation is not, as such, personally liable for the acts, debts, liabilities or obligations of the Corporation.

## Termination of Membership Causes

Section 2.10. (a) The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- (1) The voluntary resignation of a Member;
- (2) The dissolution of a corporate Member until such Member may by law be reinstated;
- (3) Failure to adhere to the rules and regulations of this Corporation or the Bylaws, rules and regulations of USA Hockey;
- (4) Noncompliance with the Amateur Sports Act of 1978, as amended;
- (5) The nonpayment of assessments, subject to the limitations set forth in Section 2.13(b) of these Bylaws.

- (6) The termination of all memberships or any class of Members upon the amendment of these bylaws permitting the termination.

Nothing contained herein is intended to restrict the ability of the Board of Directors to terminate membership for the above causes or for any cause so long as a Member is given an opportunity to be first heard concerning the reasons, therefore.

#### Nonpayment of Assessments

(b) The membership of any Member who fails to pay his or her assessments when due and within sixty (60) days thereafter shall automatically terminate at the end of such period, provided such Member was given both a fifteen (15) day prior written notice of the termination stating the reasons therefore and a timely opportunity to be heard on the matter of the termination. The notice shall be given to such Member or sent by first-class, registered mail, or faxed to the last address of such Member as shown on the records of the Corporation. The opportunity to be heard may, at the election of such Member, be oral or in writing and shall occur not less than five (5) days before the effective date of the termination. The hearing shall be conducted at the next regularly scheduled meeting of this Corporation by the Board of Directors. The hearing shall be presided over by the Chair of the Board of Directors of this Corporation or, in his or her absence, any Director selected by the Chair of the Board, who shall perform the following duties:

- (1) Read the charges against the subject Member;
- (2) Require that the charges be verified by the testimony of the entity or entities making them;
- (3) Hear any other witnesses against the subject Member;
- (4) Allow the subject Member to cross-examine each witness following the testimony of that witness;
- (5) Allow the subject Member to make a statement in his or her own behalf;
- (6) Allow the subject Member to call witnesses in his or her own behalf; and

- (7) Allow the Members of Board of Directors to question the witnesses after they have been questioned by the subject Member.

The Board of Directors shall conduct the hearing in good faith and in a fair and reasonable manner and pursuant to the requirements of Bylaw 10 of USA Hockey's Bylaws. It shall have the exclusive power and authority to decide that the proposed termination not take place.

#### Effect of Termination

(c) All rights of a Member in the Corporation and in its property shall cease on the termination of such Member's membership. Termination shall not relieve the Member from any obligation for charges incurred, services or benefits actually rendered, dues, assessments, or fees, or arising from contract or otherwise. The Corporation shall retain the right to enforce any such obligation or obtain damages for its breach.

### **ARTICLE III. MEETINGS OF MEMBERS**

#### Regular Meeting

Section 3.01. There shall be one Annual Meeting of Members which shall be held in conjunction with and at the location of Annual Meetings of the Board of Directors for the purpose of transacting such proper business as may come before the meeting.

#### Special Meetings

Section 3.02. Special meetings of Members may be called by any a majority of Members and held at such place as may be ordered by resolution of a majority of Members.

#### Notice of Meetings

Section 3.03. Written notice of every meeting of Members shall be either faxed or e-mailed not less than ten nor more than fifteen (15) days before the date of the meeting to each Member and each Director. The notice shall state the place, date, and time of the meeting and its purpose. The Secretary, for the purpose herein mentioned, shall execute an affidavit of the giving of the notice of the meeting of Members.

No meeting of Members may be adjourned more than 45 days. If a meeting is adjourned to another time or place, and thereafter a new record date is fixed for notice or voting, a notice of the adjourned meeting shall be given to each Member of record.

### Waivers, Consents, and Approvals

Section 3.05. The transactions of any meeting of Members, however called and noticed, and wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present, and if, either before or after the meeting, each of the entities entitled to vote but not present, signs a written waiver of notice, a consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

### Quorum

Section 3.06. A quorum at any meeting of Members shall consist of a majority of the voting power, represented in person. For purposes of this Bylaw, "voting power" means the power to vote for any matter coming before the Members.

### Loss of Quorum

Section 3.07. The Members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough Members to leave less than a quorum, if such action taken, other than adjournment, is approved by at least a majority of Members.

### Adjournment for Lack of Quorum

Section 3.08. In the absence of a quorum, any meeting of Members may be adjourned from time to time by the vote of a majority of the votes represented in person, but no other business may be transacted except as provided in Section 3.07 of these Bylaws.

## Voting of Membership

Section 3.09 Each Member is entitled to one vote on each matter submitted to a vote of the Members, and cumulative voting shall not be authorized for any purpose. Members entitled to vote shall not be permitted to vote or act by proxy.

## Action Without Meeting

Section 3.10. Any action that may be taken at a regular or special meeting of the Members may be taken without a meeting. If an action is taken without a meeting, the Corporation shall email, mail or deliver a written ballot to every Member entitled to vote on the matter. A written ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Solicitation for votes by written ballot must (a) indicate the number of responses needed to meet the requirement of a quorum; (b) state the percentage of approvals necessary to approve each matter; and (c) specify the time by which a ballot must be received by the Corporation in order to be counted. Approval by written ballot under this section is valid only when the number of votes cast by ballot equals or exceeds the quorum that would be required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. Except as otherwise provided in the Articles or Bylaws, a written ballot may not be revoked. Actions taken without meeting shall be recorded in the minutes of the next regular Members meeting.

## Action Without Meeting by Telephone

Section 3.11. Members may participate in a meeting through the use of conference telephone or similar communications equipment, so long as all Members participating in such meeting can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.

## Conduct of Meetings

Section 3.12. At the Annual Meeting, the Members shall select which duly elected president of a Member shall be Chair of and shall preside over the meetings of the Members. The Secretary of the Corporation or, in the Secretary's absence, any person

appointed by the presiding officer shall act as Secretary of the Member meetings. Members may participate in a meeting through use of conference telephone or similar communications equipment, so long as all Members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting. Members entitled to vote shall not be permitted to vote or act by proxy.

## Rules of Order

Section 3.13. The Robert's Rules of Order, as amended from time to time, shall govern the meetings of Members insofar as those rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation of this Corporation, or rules governing agenda, motions, and related matters.

## **ARTICLE IV. DIRECTORS**

### Number

Section 4.01. The corporation shall have nine (9) Voting Directors and one (1) Non-Voting Director who shall together be known as the Board of Directors.

### Qualifications

Section 4.02. The Directors of the Corporation shall be the Presidents of each Member designated as an affiliate of USA Hockey located with the geographical boundaries of the Pacific District and each USA Hockey Director who is duly elected by the registered members of USA Hockey within the Pacific District ("District Director"), together the "Voting Directors" and the Pacific District Registrar appointed by USA Hockey, the "Non-Voting Director". Any USA Hockey elected Director or Director Emeritus, as that term is defined by USA Hockey, who achieved his status by serving the Pacific District and who resides therein shall be an ex-officio Member of the Board of Directors and all committees of this corporation; provided, however, that no Director Emeritus shall be entitled to vote on any issue coming before the Board or such committees. The Directors of the Corporation shall be residents of the Pacific District.

### Meetings

Section 4.03. (a) Meetings of the Board may be called by the Chair of the Board or any three Directors of the corporation. The



Board of Directors shall meet no less than two (2) times each year.

#### Place of Meetings

(b) Meetings of the Board may be held at any location that a majority of the Board determines is reasonable, necessary, or appropriate.

#### Time of Regular Meetings

(c) The Annual Meeting of the Pacific District shall be held prior to the USA Hockey Annual Congress, generally in May

or June and the Mid-Annual Meeting shall be held in the fall, generally in October or November. The above referenced regular meetings of the Board may be held without call or notice provided, that each Director shall receive at least fifteen days notice of the time, place and date of the meeting. Such notice may be given orally at a meeting at which all Directors are present.

#### Special Meetings

(d) Special meetings may be held on ten (10) days' notice by first-class mail, postage prepaid, or on [forty-eight (48) hours'] notice delivered personally, by telephone or by other electronic transmission and such notice shall be accompanied by notice of the agenda item(s) to be discussed. Notice of the special meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement. . All such waivers, consents, and approvals shall be filed with the corporate records or made part of the minutes of the meetings. Except as otherwise provided in the Articles of Incorporation, in these Bylaws or by law, any action required or permitted to be taken at a meeting of the board of directors or of a committee thereof may be taken without a meeting if, before or after the action, a written consent thereto is signed by all the members of the Board.

## Quorum

(e) A majority of the authorized number of Directors constitutes a quorum of the Board for the transaction of business, except as hereinafter provided. A quorum at Special Meetings shall consist of 2/3 of the authorized number of Directors.

## Transactions of Board

(f) Except as otherwise provided in the Articles, in these Bylaws, or by law, every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board provided, however, that any meeting at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of Directors if any action taken is approved by at least a majority of the required quorum for such meeting, or such greater number as is required by the law, the Articles, or these Bylaws.

## Voting

(g) Each Voting Director is entitled to one vote on each matter submitted to a vote of the Board of Directors and cumulative voting shall not be authorized for any purpose. Directors entitled to vote shall not be permitted to vote or act by proxy. Should any Member President be unable to attend either a Regular or Special Meeting of the Board of Directors, that Member shall be allowed to designate in writing prior to the meeting another person to attend or participate. Such person who is attending shall be allowed a vote.

## Conduct of Meetings

(h) At the annual meeting or at such time as a vacancy occurs, the Board of Directors, by majority vote, shall select which USA Hockey Director duly elected within the Pacific District shall be Chair of the Board or, in his or her absence, any Director selected by the Chair of the Board shall preside at meetings of the Board of Directors commencing with the next meeting. The Secretary of the Corporation or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Directors may participate in a meeting through use of conference telephone or similar communications equipment, so long as all Members

participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting. Directors entitled to vote shall not be permitted to vote or act by proxy.

## Rules of Order

(i) The Robert's Rules of Order, as amended from time to time, shall govern the meetings of the Board of Directors insofar as those rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation of this Corporation, or rules governing agenda, motions, and related matters.

## Adjournment

(j) A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place must be given prior to the time of the adjourned meeting of the Directors who were not present at the time of the adjournment.

## Action Without Meeting

Section 4.04. Any action that may be taken at a regular or special meeting of the Board may be taken without a meeting. If an action is taken without a meeting, the Corporation shall mail or deliver a written ballot to every Director entitled to vote on the matter. A written ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Solicitation for votes by written ballot must (a) indicate the number of responses needed to meet the requirement of a quorum; (b) state the percentage of approvals necessary to approve each matter; and (c) specify the time by which a ballot must be received by the Corporation in order to be counted. Approval by written ballot under this section is valid only when the number of votes cast by ballot equals or exceeds the quorum that would be required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. Except as otherwise provided in the Articles or Bylaws, a written ballot may not be revoked. Actions taken without meeting shall be recorded in the minutes of the next regular Board meeting.

## Electronic Signature

Section 4.05. Any action required or permitted to be taken “in writing” under these Bylaws by the Board may be taken by means of an electronic signature. An electronic signature means any electronic sound, symbol, or process, attached to or logically associated with a writing and executed or adopted by a person with intent to authenticate the writing including e-mail consenting to adoption.

## Terms of Office

Section 4.06. Each Director shall hold office until such Director's successor is elected and qualifies under Section 4.02 of these Bylaws. In the event of a vacancy created by a District Director's resignation or removal as prescribed by Section 4.09 of these Bylaws, such vacancy may be filled for the remaining term of the predecessor by the Board of Directors at a regular or special meeting subject to approval by USA Hockey. A vacancy created by the resignation or removal of a Member President, shall be filled in accordance with the Bylaws of the Member.

## Compensation

Section 4.07. The Directors shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses incurred in attending the meetings of the Board, if such expenses are not otherwise paid by USA Hockey, the reasonable and necessary expenses of any Director Emeritus shall be paid as prescribed by resolution of the Board of Directors.

## Personal Liability of Directors

Section 4.08. A Director of this Corporation is not, as such, personally liable for the acts, debts, liabilities or obligations of the Corporation.

## Removal of a Director

Section 4.09. Removal of any Director from the Board shall be in accordance with the procedures established for his or her removal by the Bylaws of USA Hockey and/or the Bylaws of a Member.

## Resignation of a District Director

Section 4.10. Resignation of A District Director. A District Director's resignation is effective upon his or her written transmission thereof to the Secretary of the Corporation and the Executive Director of USA Hockey.

## **ARTICLE V. OFFICERS**

### Number and Titles

Section 5.01. The officers of the Corporation shall be the Chair of the Board, a Secretary, a Treasurer, one Director Officer and such other officers with such titles and duties as shall be stated in these Bylaws or determined by the Board and as may be necessary to enable it to sign instruments. The Chair of the Board is the general manager and chief executive officer of the Corporation. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board.

### Appointment and Resignation

Section 5.02. The officers shall be chosen by the Board and serve at the pleasure of the Board, subject to the rights, if any, of an office under any contract of employment. Any officer may resign at any time on written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

## **ARTICLE VI. RULES AND REGULATIONS**

Section 6.01. At any Annual or Special Meeting of the Board of Directors, the Board may consider revisions to its District Guidebook and/or Rules and/or Regulations. Any such revisions shall be submitted to the Board at least seventy-two hours (72) prior to commencement of the meeting by e-mail, facsimile or first-class mail to each Director.

## **ARTICLE VII. CORPORATE RECORDS AND REPORTS**

### Keeping Records

Section 7.01. The Corporation shall keep adequate and correct records of account and minutes of the proceedings of its Members, Board, and committees of the Board. The

Corporation shall also keep a record of its Members giving their names and addresses and the class of Membership, if any, held by each. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted into written form.

#### Copy on Demand and Posting Requirements

Section 7.02. The Board shall establish a website for the District and shall cause to be posted thereon, among other things, at a minimum, the Articles of Incorporation, these Bylaws and Minutes of Board proceedings and all information required by law relating to nonprofit corporations.

### **ARTICLE VIII. AMENDMENTS**

Section 8.01. These Bylaws may be modified, amended, or repealed and new Bylaws by a vote of no less than two-thirds of the Board of Directors personally present at a meeting duly called; provided, however, that no amendment reducing the number of directors below ten (10) may be adopted without the unanimous consent of the Board of Directors and provided, further, that any such proposed amendments are transmitted to all Directors no less than fifteen days prior to any meeting.

**CERTIFICATE OF SECRETARY  
OF  
PACIFIC DISTRICT, USA HOCKEY  
A NONPROFIT CORPORATION**

I hereby certify that I am the duly elected and acting Secretary of said corporation and that the foregoing Amended Bylaws, comprising fifteen pages, constitute the Bylaws of said corporation as duly amended and adopted at the [annual] meetings of the Board of Directors thereof held on February 10, 2007 (1<sup>st</sup> Amendment), January 30, 2010 (2<sup>nd</sup> Amendment), May 15, 2010 (Restated/3<sup>rd</sup> Amendment), October 15, 2011 (Restated/4<sup>th</sup> Amendment) and July 15, 2017 (Restated/5<sup>th</sup> Amendment).

October 5, 2019  
Dated

*Lisa McPheters*  
Lisa McPheters, Secretary



## SECTION V

### PACIFIC DISTRICT MISCELLANEOUS INFORMATION



## **AWARDS**

Each season the District shall present the following awards as voted on by the Presidents of the Affiliates at the Winter meeting.

The cost of such awards shall not exceed \$500.00

### **Gust Haugen – Outstanding Leader in the District**

Retired from the US Military, Gust found his calling in founding and developing hockey in the Pacific Northwest and the Pacific District of USA Hockey. With an all inclusive, larger than life personality, Gust saw no affiliate borders within the Pacific District, including all as part of his hockey family. Tirelessly working to better hockey, he founded the original agreement for the Pacific District Board of Directors.

Gust was instrumental in bringing National tournaments to the Pacific District, wanting to demonstrate to the rest of the country that hockey did exist west of the Rocky Mountains. In doing so he opened the door for Pacific District Players to achieve success, playing at their highest potential.

Gust was a great person, always in charge, yet willing to learn from others and embrace their ideas. Leading by example, Gust set the bar high for those following in his footsteps.

### **Andy Anderson – Outstanding Administrator in the District**

Andy Anderson was a pioneer in setting the stage for organized youth hockey in the greater Seattle area. Andy went out looking for kids to play hockey. He would arrange for ice time, coach the kids and manage the teams, all at his own expense.

Players, parents and all who came in contact with him respected Andy. Many players went on to play Canadian junior hockey, college hockey and some played professionally, only to return to their roots and give back to the hockey community.

Andy will be remembered for his passion and love for the game, his dedication to the youth and helping them grow from boys to men and becoming outstanding citizens in the community.

### **Dempsey Anderson – Outstanding Coach in the District**

There are many attributes that mark a “successful” coach. The one that matters most is the ability to get athletes to achieve at a level higher than they thought possible.

Dempsey Anderson had this leadership ability. He encouraged players to bring their game to the next higher level and believed that hockey was a game that should be fun, and his style of coaching reflected this philosophy.

Dempsey spent a lot of time coaching coaches. He instructed, counseled, offered advice and discussed coaching philosophies with both new and veteran hockey coaches.

Dempsey Anderson was the epitome of what a coach should be – kind, caring, considerate, compassionate and passionate about the game of hockey. In short, he talked the talk, but more importantly, he walked the walk.

### **Pete Anderson – Outstanding Referee in the District**

Pete Anderson has served USA Hockey and the local and state hockey community for many years. Pete’s contributions to hockey focus on the officiating area, not just as an on-ice official, but as a Pacific District Referee-in-Chief. This position made him responsible for the supervision and development of officials in the states of Alaska, California, Nevada, Oregon and Washington. Pete treated his involvement in the local and USA Hockey community as a full time job.

Pete recognized the fact that referees were not a popular figure on the ice, but it came with the job. Pete, however, was always respected by those in the hockey community and universally appreciated by those in the officiating community.

Thanks to Pete’s commitment, many officials advanced to the Western Hockey League, West Coast Hockey League, International Hockey League and even the National Hockey League. Officials were also rewarded, with Pete’s guidance, opportunities to referee at international tournaments around the world, including the Olympics.

## AWARD WINNERS

### Gust Haugen Award

Dan Rogness	2013/14
Frank Lang	2012/13

### Andy Anderson Award

Lisa McPheters	2018/19
Jack Tragis	2017/18
Nancy Hodge	2016/17
Charles Fuertsch	2015/16
Annetta Powell	2014/15
Roselee Nevdo	2013/14
Darlene Tragis	2012/13
Connie Hardwick	2011/12
Terry Trimboli	2010/11
Dennis Sorenson	2009/10
Ed Tarr	2008/09
Dan Rogness	2007/08
Donna Kaufman	2006/07
Dick Smith	2005/06
Dru Hammond	2004/05
Ed Imes	2003/04
Chris Jolley	2002/03
Karen Garver	2001/02
Lynn Beehler	2000/01
Bart McNeil	2000/01
Lou Runie	1999/00
Gust Haugen	1998/99

### Dempsey Anderson Award

Rick Trupp	2018/19
Mike Holmes	2017/18
Andy Carroll	2016/17
John Beaulieu	2015/16
Rob Proffitt	2014/15
Larry Bruyere	2013/14

Larry Cahn	2012/13
Dennis Sorenson	2011/12
Rich O'Rielly	2010/11
Tim Krine	2009/10
Greg Goodale	2008/09
Rob Pallin	2007/08
Bobby Freeland	2006/07
Howie Hughes	2005/06
Ron White	2004/05
Warren Smith	2003/04
Jim McTaggart	2002/03
Jerry Kopta	2001/02
Mike McDonald	2000/01
John McBride	2000/01
Rick Oatman	1999/00
Rick Chartraw	1998/99

#### Pete Anderson Award

Matt Ward	2018/19
Eric Simmons	2017/18
Matthew Zucker	2016/17
Ales Kasparovsky	2015/16
Erik Nyberg	2014/15
Josh Ellis	2013/14
Doug Gillam	2012/13
Dennis Sorenson	2011/12
Geri Stevens	2010/11
Norman Kitano	2009/10
Jason Michaelbook	2008/09
Doug Gillam	2007/08
Joe Barth	2006/07
Casey Jorgensen	2005/06
Chris Milles	2004/05
Lee Karabelniloff	2003/04
Chris Leahy	2002/03
Steve Lubitz	2001/02
Steve Stevens	2000/01
George Benson	2000/01
Mike Lashlee	1999/00
Pete Anderson	1998/99

## 2019 DISTRICT TOURNAMENT CHAMPIONS

Tier	Location	Division	Winner
Youth Tier I	Las Vegas, NV	14U	Anaheim Jr. Ducks
Youth Tier I	Anaheim, CA	15 Only	San Jose Jr. Sharks
Youth Tier I	Anaheim, CA	16U	Anaheim Jr. Ducks
Youth Tier I	Las Vegas, NV	18U	Anaheim Jr. Ducks
Youth Tier II	Affiliate State Champions Win Direct Byes to Nationals		
Girls Tier I	Direct Bye	14U	Anaheim Lady Ducks
Girls Tier I	Direct Bye	16U	Anaheim Lady Ducks
Girls Tier I	Anchorage, AK	19U	San Jose Jr. Sharks
Girls Tier II	Anchorage, AK	14U	Alaska All Stars
Girls Tier II	Anchorage, AK	16U	Valley Thunder
Girls Tier II	Anchorage, AK	19U	Alaska All Stars
Women	Direct Bye	B	Anaheim Lady Ducks
Women	Direct Bye	C	Anaheim Lady Ducks
Women	Direct Bye	C	LA Lions

**Congratulations to  
2019 USA Hockey National Champions:**

**Youth 16U Tier II (2A)  
Anchorage North Stars**

**Youth 16U Tier II (1A)  
Vegas Jr. Golden Knights**

**Womens Sr. B  
Anaheim Lady Ducks**

## 2020 - TOURNAMENT SITES

### Pacific District

*All District Tournaments will have a mandatory coaches meeting the evening prior to the start of the tournament*

#### Youth Tier I

18U, 16U,  
15O & 14U

#### Date

March 5 – 8

#### Location/Host

Tacoma, WA/  
Tacoma Jr. Hockey

#### Girls Tier I

All Divisions

#### Date

Feb. 27 – March 1

#### Location/Host

Lynnwood, WA/  
Seattle Jr. Hockey

#### Girls Tier II

All Divisions

#### Date

Feb. 27 – March 1

#### Location/Host

Lynnwood, WA/  
Seattle Jr. Hockey

#### Women

C & B Divisions

#### Date

TBD

#### Location/Host

TBD

#### Youth Tier II

No District Tier II tournaments. Affiliate State Champions Win Direct Byes to Nationals.

## 2020 USA Hockey National Tournaments

#### Tier I

14U  
15 Only  
18U & 16U

April 1 - 6  
April 1 - 6  
April 1 - 6

Chicago, IL  
Plymouth, MI  
Rochester, MI

#### Tier II

14U  
16U  
18U

April 2 - 6  
April 2 - 6  
April 2 - 6

Kalamazoo, MI  
Troy, MI  
Irvine, CA

#### Girls/Women

Girls' Tier I  
Girls' Tier II  
Women's (A/B/C)

April 2 - 6  
April 2 - 6  
April 2 - 5

Blaine, MN  
Westchester, PA  
Blaine, MN

#### High School

All

Mar. 26 - 30

Mansfield, TX

#### Disabled

Blind, Deaf, Special  
Hockey & Warrior  
Sled

March 26-29 &  
April 2-5

Pittsburgh, PA

## **2019/20 PACIFIC DISTRICT CALENDAR/HIGHLIGHTS**

<b><u>2019</u></b>	<b><u>EVENT</u></b>
October 5	Pacific District Board Meeting San Diego, California
October 5-6	Girls' Hockey Weekend Across America
October 15	Girls Tier II & Womens' Team Declaration Forms Due
November 9	Try Hockey for Free Day
December 1	Youth Tier I & Girl's Tier I Team Declaration Forms Due
December 31	Final Date for 1T Rosters

<b><u>2020</u></b>	<b><u>EVENT</u></b>
Jan 15 - 19	USA Hockey Winter Meeting Orlando, FL
February 7	Girls/Womens Summit Irvine, California
February 8	Pacific District Board Meeting Irvine, California
February 16 - 23	Hockey Week Across America
February 22	Try Hockey for Free Day
February 27 - March 1	Girls' Tier I & Tier II – 14U, 16U & 19U District Tournament Lynnwood, Washington
March 4 - 8	Youth Tier I – 14U, 15U, 16U & 18U District Tournament Tacoma, Washington
March 26 – 29	Blind, Deaf, Special & Warrior Disabled Hockey Festival Pittsburgh, Pennsylvania

April 2 - 5	Disabled Sled Hockey Festival Pittsburgh, Pennsylvania
May 7	Pacific District Board Meeting via Zoom Las Vegas, Nevada
May 7 - 10	2020 Boy's Pacific District Player Development Camp City National Arena, Las Vegas, Nevada
June 11	Pacific District Board Meeting Colorado Springs, CO
June 10-13	USA Hockey Annual Congress Colorado Springs, CO
June 6 - 10 (tentative)	2020 USAH Multi-District All Girls' Performance Camp
June 14 - 19 (tentative)	2020 USAH Western Regional High Performance Camp





# CONCUSSION

## WHAT TO LOOK FOR • WHAT TO DO

### SIGNS AND SYMPTOMS

THESE SIGNS AND SYMPTOMS MAY INDICATE THAT A CONCUSSION HAS OCCURRED.

#### SIGNS OBSERVED BY COACHING STAFF

Appears dazed or stunned
Is confused about assignment or position
Forgets sports plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can't recall events prior to hit or fall
Can't recall events after hit or fall

#### SYMPTOMS REPORTED BY ATHLETE

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not "feel right"

### ACTION PLAN

**If you suspect that a player has a concussion, you should take the following steps:**

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

***It's better to miss one game than the whole season.***

For more information and to order additional materials **free-of-charge**, visit:  
**[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)**

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



Every effort has been made to make this Guidebook as complete and accurate as possible. The information provided is dependent upon Affiliate Representatives' accuracy in providing information to the District. Readers are urged to reference the Pacific District website for real time updates and changes after the date of publication of this document.

[www.pacificdistricthockey.com](http://www.pacificdistricthockey.com)