

MINNESOTA
HOCKEY
DISTRICT 15
HANDBOOK

Updated at Fall Meeting 2019



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MINNESOTA DISTRICT 15 HOCKEY HANDBOOK

Revised & Approved at the Fall Meeting on Oct. 6th, 2019

I. DISTRICT 15 COACHING EDUCATION REQUIREMENTS

- a. All coaches must adhere to the requirements listed by the December 31st deadline. Questions should be directed to our Coach in Chief or our District Director.
- b. All clinics and requirements are listed on the USA Hockey website.

II. OFFICIALS

- a. Officials must have the current certification before they can work games. If a game official does not have current registration DO NOT PLAY THE GAME unless agreed upon by both teams to play.
- b. Please go to the District 15 website for the list of referees' certification classes and dates for our district and statewide.
- c. It is highly recommended that officials are older than the level of play they are officiating.
- d. All Bantam AA and A district games are recommended to use the 3-man (1 referee- 2 linesmen) system for officiating.
- e. OFF ICE officials must be mature competent adults and 18 years old. (See page 43 of USA Hockey rules.
- f. Game Misconduct or Match Penalties: When a player or team official is assessed a Misconduct or match penalty, documentation must be submitted to the District 15 Supervisor of Officials within 24 hours, showing the score sheet and referees information of incident.
- g. Penalty for non-compliance of rules are as follows:
 1. Player- Offending player and coach must serve a 2 (two) game suspension
 2. Coach- Coach serves a 2 (two) game suspension

III. MINNESOTA HOCKEY WAIVER POLICY

- a. Please go to www.minnesotahockey.org for information on waiver policy and procedures.
- b. All requests for waivers must be first submitted to the Association Presidents of outgoing and incoming associations before District Director can approve it.
- c. Decision by District Director is final.

IV. CO-OP ASSOCIATIONS

- a. When two neighboring associations decide to co-op associations due to lack of numbers, the request must be brought forward during the fall meeting and approved by the membership.
- b. If a tie results after voting, the District Director will make the final decision.
- c. Each request is good for the upcoming year only.
- d. Depending on the situation waivers may be required to be filled out.

V. RESCHEDULING

- a. District 15 requires the home team to reschedule missed or cancelled games. Schedulers are responsible for cancelling games, not coaches, parents or fans.
- b. Makeup games are very hard to reschedule, and schedulers should wait until the day of to cancel any games.
- c. Teams should not cancel district games, so they can play in a tournament. If a team is approached by another association to play in a tournament, contact should be made with the team they were to play to get released from the game and the possibility of rescheduling it.

VI. ROSTERING TEAMS

- a. All teams must be rostered in accordance with Minnesota Hockey rules. District 15 Registrar must approve all teams from In-house through travel.
- b. A registering day will be set up before the season so the association registrar can meet with District 15 registrars to go over the roster and have it signed. Teams must have a signed roster before playing any games.
- c. For information on number of players or coaches on team, go to www.minnesotahockey.org or look in Minnesota Hockey handbook.

VII. DECLARATION OF TEAMS

- a. All District 15 associations are required to declare what level of play they will be participating in at the fall meeting (October) before the season starts.
- b. Associations must also declare at the fall meeting if each team will be participating in District play and the District tournaments at the end of the season. Declarations are noted on the Home Page of the District 15 website at www.d15.pucksystems.com .
- c. Changes after the fall meeting must go through the District Director for his final decision.
- d. Teams fees of \$180.00 per team must be paid to District 15 by Dec. 31st.**
- e. If teams back out of the District 15 Tournament after Dec. 31st, the association will NOT be refunded their team fees.

VIII. LEAGUE PLAY AND GAMES

- a. Teams are asked to schedule a home and away game with each team at their level. Exceptions of this would be teams many miles apart, new teams starting up, or restrictions on number of games.
- b. Teams that play each other once and decide not to play again (coaches for both teams MUST agree to this decision), MUST make the decision 48 hours after the first game and report it. The first game will count as a 4-point game along with 2 points for fair play point earned. Loser would receive 2 points if fair play point is earned.**

- c. If a team forfeits a game, the team that forfeits receives no points, and other team receives 3 points (2 points for win, 1 fair play point).
- d. In the event that an association has two teams at same level, they must report their intentions at the fall meeting with one of the following options:
 - 1. Play each other by January 1st for fair play and game points.
 - 2. Split points by giving each team 2 points (no fair play points).
- e. Length of games will be according to (f) below. Note: actual game start time could differ from scheduled game time due to backups at arena.
- f. For squirt and below, games that are 1-hour in duration because of ice time constraints, the length of time for the first two periods will be (12) minute stop time. The length of the third period will be determined by the time remaining in the ice hour on the arena clock, minus (3) minutes. The third period will be running time until the (3) minutes remain on the clock; the last 3 minutes will be stop time.
- g. A game is considered complete after two periods if no time remains for the hour game. If time expires before the two periods are played it will not be considered a complete game and be rescheduled as a new game.
- h. Following are requirements for all other games over (1) hour in duration:
 - 1. ALL Squirt, U10, U12, and PeeWee games are 15-minute periods with 1 min 30 second penalties.
 - 2. All Bantam and U15 games are 17-minute periods with 2-minute penalties.
 - 3. A (2) minute period break when no resurface is needed
 - 4. Ice should be resurfaced every (2) periods
 - 5. Running time will be used whenever a 6-goal differential occurs in the 3rd period.
 - 6. **One (5) minute sudden death overtime (5 on 5) for all squirt and above games.**
 - 7. One (30 second) timeout allowed per team
- i. The home team is responsible for furnishing a timekeeper, officials for the penalty boxes, and a person to record the score sheet.
- j. All game results must be reported by the winning team to the district scorekeeper by Monday night (10pm) for the previous 7 days. Results must be reported by agreed district procedures. Points not reported will be lost.
- k. Winning team receives 2 points for a win and 1 point for a tie. 1 Fair Play point is awarded per team in accordance with Minnesota Hockey rules. Fair play points are listed in the Minnesota Hockey handbook.
- l. In the event of weather that's hazardous to the health of the participants and dangerous, the game may be officially postponed. The schedulers of the two communities will make the final decision at least (3) hours before game time. Any disputes regarding postponement of league games must be discussed with the District Director for his final decision.

- m. Tie breaking procedures for final standings will be the results of the games between the tied teams in the following order:
1. Points acquired in these games
 2. subtracting goals scored against from goals scored in these games (the positions being determined in order of the greatest surplus)
 3. dividing the goals scored in these games by the goals scored against (the positions being determined in order of the greatest quotient)
 4. If after applying the formulas from above and tie still exists, 2. and 3. shall be applied using all the league games played by each team.
 5. When tie involves three or more teams, each formula shall be applied in succession until one formula determines the position in the standings for all teams involved.

IX. DISTRICT 15 LEAGUE TOURNAMENT FORMAT

- a. Each association that hosts a portion of the District 15 Tournament is responsible for supplying the workers required at their arena for the Tournament. All workers assigned to these positions should be responsible adults.
1. Positions needed are, Tournament Director, Announcers, Timekeepers, Scorekeeper, Penalty box (2), Referees, credentials, and EMT. Reminder: OFF ICE officials must be mature competent adults and 18 years old. (See page 43 of USA Hockey rules.
 2. District 15 is responsible for supplying hosting associations with trophies. (Championship, 2nd place, 3rd place)

X. DISTRICT 15 TOURNAMENT RULES:

- a. District Hosts keep all gate fees. 2019-2020 Gate fees are \$250.00 per team and should be paid by each team to the host association before the start of the tournament.
- b. There is no team entry fee for District Tournaments. The District pays each association a team subsidy to help pay for tournament expenses. District Tournament Hosts are responsible for all tournament expenses including ice time, referees, and EMT's.
- c. District Tournament Brackets are NOT final until after being approved at the winter District 15 meeting. Teams will be seeded into brackets Monday Feb. 3th, 2020 at the District Meeting or after weekend district games are completed.
- d. All games for Junior or Gold and below rules as follows:
1. Games will be played to a win/lose situation. There will be NO ties.
 2. Period Length: 3 periods at 15 minutes each
 3. Penalty Length: 2:00 minutes
 4. Breaking of ties: In case of tie at end of regulation the teams will follow the Minnesota Hockey overtime format for regional Tournament:
 1. Two-minute rest

2. First overtime period—10 minutes (5 on 5)
3. Resurface ice
4. Second overtime period—10 minutes (5 on 5)
5. Two-minute rest
6. Remaining overtime periods—10 minute 5 on5 followed by two minutes rests.
Resurface every 3 periods of overtime.
5. Running time: Running time will be observed in third period when 6 goal or greater score differential occurs. If differential becomes less than 6 goals, stop time will resume. Clock will stop only for timeouts taken, injuries, or at the discretion of the game officials. Penalties shall only be entered if it can be done without stopping the clock.
6. Goal Judges: Goal judges are not required per MN Hockey, but recommended if position can be staffed with qualified individuals.
7. Medical: EMT/ Medical personnel required during all ongoing games.
8. Credentials: Checking credentials are NOT necessary as all teams are from our district and rosters/ coaches have been verified at the district level.
9. Game Scores: Game scores should be updated on google doc provided immediately after each game is completed. District Tournament Director will send an editing link to each host/ association tournament director to update the doc.

XI. FORMAT FOR DETERMINING TEAMS IN LEAGUE TOURNAMENT

- a. There are two separate formats for league tournaments for Bantams and PeeWees. The D15 tournament will be a double elimination for U12, PeeWee, Bantam, and U15 levels. U10 and Squirt levels will be either double elimination or round robin tournament depending on number of teams. This will be decided by the Tournament Director.
- b. The Bantam, PeeWee (A), teams will all play in the District Tournament.
- c. The PeeWee (B1) teams will play in a double elimination tourney with the top 8 teams playing for advancement to regional play.
- d. The (B2) teams will play in a 2-game guarantee tourney with no advancement to regional tournament as B2 teams are not recognized by Minnesota Hockey. Any teams from the B1 level who are not in the top 8 are required to participate in the B2 District tournament.
- e. Number of teams advancing to regional play is on a rotational basis, determined by the Minnesota Hockey Board of Directors.
- f. These formats are subject to change when districts are realigned or number of teams advancing to Regionals dictates changes.
- g. Formats for number of teams in D15 tournament and teams advancing to Regionals will be known before fall meeting at which time the membership of D15 will make the final decisions on the format to follow during the fall meeting.

- h. There are no regional or state tourneys for Squirts or U10 or below. The district may decide to have an end of the year tourney for the participating teams in the district.
- i. **Girls (U12, U14) Tournament structures are determined at the fall meeting and are dependent on level of play and number of teams at each level participating.**
- j. **Junior Gold Tournament structures are determined at the fall meeting and are dependent on number of teams in the district.**
- k. **Minnesota Hockey District 15 Tournament Sites to be determined each year at the Spring meeting.**

XII. DISTRICT 15 LEAGUE GAME POSTING AND REPORTING INSTRUCTIONS

- a. All Head Coaches or their Team Managers of PeeWee, 12U, Bantam, and 15U teams are responsible for adding their team contact information, team roster, and District 15 Home League Games into the District 15 website. Each team has their own page after team declarations in October.
- b. Coaches and/ or managers are required to double check and ensure that all their away league games are also posted correctly by the opposing teams.
- c. The opposing team is responsible to follow up after 24 hours to ensure the winning team posted the game results and that they agree with the accuracy.
- d. **If games are NOT POSTED by MONDAY NIGHT (10PM) for the previous 7 days, points not reported will be lost by both teams. The District President and Tournament Director will be checking each week to be sure scores are recorded with fair play points.**
- e. The Head coaches are ultimately responsible to ensure all district game reporting is completed and accurate immediately following all league games played.
- f. *Points as follows: Win=2 points, Loss= 0 points, Tie= 1 point for each team. Each team can earn 1 Fair Play Point per game.*

XIII. DIRECTIONS FOR DISTRICT 15 WEBSITE TEAM PAGES

- a. **Logging into the District 15 website: MUST BE COMPLETED BY NOV. 15TH**
- b. Before being able to post games or results on the district website teams must set up a user login and password.
 - 1. **How to create a username and password**
 1. On the homepage of our website www.district15hockey.org click on the login tab in the upper left hand corner of the page to join the website if you currently have a Sportsengine login or click on create an account tab.
 2. Complete all required fields
 3. Click “become a member” or sign up for Sportsengine account
 4. After creating an account, click on “Connect to this site” on the top of the page (this allows the webmaster to find your username to give you access to your team page.)
 5. Once you have activated your account please send an email to district15hockey@gmail.com with the following information:
 - a. Your Name and Position (John Doe: Team Manager)
 - b. Your Team and League (Fergus Falls Bantam A team)
 - c. Your personal email and phone number
 - d. Your Sportsengine login username that you activated (Be sure to activate it & become a member before sending an email.

2. The webmaster will then go to the website and grant you editing access to your team pages and the ability to add or edit your game results and other information.
- c. **Getting to your Team's Home Page:** Your team's district home page is where you will enter your contact info, roster, home league games, and results from your home league games. This page is only for District 15 league games and information. *DO NOT* use it to track your non-league games and tournaments.
1. Log into the District website by clicking on the **login button** in the very upper left-hand corner of the home page.
 2. Then **click on the D15 League Button** at the top of the home page. This will take you to the District 15 League Page that lists all the District 15 Level Leagues on the menu bar on the left side of the page.
 3. Then **click on our team page** from the teams listed down the left side of your league page. This will take you to your team page where you can enter your roster, home games, and results of games played.
- d. **Adding your team contact information:** Each team is required to post at a minimum their Head Coach and Team Manager's Contact information for communicating with one another if mistakes are made when entering game results. If you are correctly logged into the website an edit/ user switch button will appear at the top right-hand corner of your page.
1. **2019-2020 Season-** Instructions below (Letter b thru h) are for adding the text box that is already created for each team on their page. **Click on the edit button** on the upper right corner of the page element and add the requested information to the text box. Scroll to the bottom and click on **Save**. Go to (e.).
 1. **Click on the edit/user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.
 2. Above your team calendar element of your home page will be an add a page element button in yellow. **Click on this add page element button.**
 3. **Click on the Text Block Page Element** at the top of the page elements.
 4. Enter Team Contacts in the subtitle header.
 5. Enter your team contact information for your head coach and team manager or whoever is responsible for posting games and results etc. At least one email and phone number must be listed for each contact.
 6. **Click create this page element**
 7. If you need to make changes to the contact information, **click on the edit button** on the upper right-hand corner of the page element.
- e. **Add Your Team's Home League Games:** At the start of the season each team is responsible to add all their home league games into the district website. Only your District 15 league games should be entered on the District website. Do not entertain any tournament games, games or scrimmages with teams from outside the district, or any teams in the District that are not in your team's league. (Example: If a District 15 AA team is playing a District 15 A team, do not enter the game in the website.). The District 15 Leagues are Bantam AA, Bantam A, Bantam B, PeeWee AA, PeeWee A, PeeWee B, 12U A, 12U B. Squirt and 10U teams do not have league standings and do not need to post or report any of their games for the season. District 15 League Associations are: Alexandrian, Benson, Brainerd, Detroit Lakes, Fergus Falls, Little Falls, Long Prairie, Moorhead, Morris, Northern Lakes, Park Rapids, Sauk Centre, Wadena, and Walker.

1. **Click on the edit/ user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.
 2. **Click on the game schedule tab** at the top of the page. **Click on add game button** to schedule and enter a game.
 1. Next to Team 1 select your team from the drop-down menu and home from the drop-down menu next to it.
 2. Next to Team 2 select the visiting team from the drop-down menu. (Do not use the outside league option.)
 3. Enter Game Date and Time
 4. Click on Venue- Enter Location of game (Name of Arena and/or City)
 5. Make sure affections standings shows in the drop-down menu.
 6. No Overrides should be selected in the drop-down menu next to home and away standings points for a normal 2-point game.
 7. If the game is a 4-point game enter “**4 Point Game**” after the arena/ city in the Venue.
 8. Enable game comments should be checked.
 9. All remaining options do not need to be completed.
 10. **Click create game button** at the bottom to schedule and post the game.
 11. If a 4 point game (*meaning you are playing the team 1 time for 4 points instead of playing them 2 times for 2 points each game*) is scheduled, enter a 2nd game on the same date and at the same time as the previous game on the game schedule. Your game schedule will show 2 games for scoring with “4 Point Game” entered in the Venue.
- f. **Changing/ Editing a Game:** If you need to change the details or edit a scheduled game return to game schedule and select the game from the games listed in the box scores **by clicking the time of the game** located under “Status” in the game box.
1. On the Game Schedule Page, **click on the wheel** in their upper right-hand corner of the game element header and then **click on edit game details**.
 2. Enter any changes such as date, time, etc. of the game. The teams cannot be changed on this screen, to change the teams the game will need to be deleted and then re-created.
 3. To delete a game, **click on the wheel and then delete** in the upper right-hand corner of the game element next to the edit game details. A box will open asking you to type Delete to confirm and then click Delete.
- g. **Entering Game Results and Stats of League Games**
1. REMINDER: The **WINNING** team is responsible to enter the game results within 24 hours of the completion of the game. The losing team should verify the stats within 48 hours of the results being finished. Teams may use the score game live option if they choose but must also complete a manual game score sheet as backup. **If games are NOT POSTED by MONDAY NIGHT (10PM) for the previous 7 days, points not reported will be lost by both teams. The District President and Tournament Director will be checking each week to be sure scores are recorded with fair play points.**
 1. On your home team page **Click on the edit/ user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.
 2. **Click on the game schedule tab** at the top of the page
 3. Select the game you are scoring from the box scores list of games by **clicking on the game time** located to the right of the game.

4. **Click on the Quick Score button** located under the live score button in the middle of the page.
- h. **Enter all the game stats from the game score sheet.** Enter goals scored for each team. Click the “Overtime” box if game went into Overtime.
1. Enter Fair Play Points if earned by each team (1 point per team). Teams receive a fair play point unless any of the following occur:
 1. The game is stopped by the referees to have a spectator removed from the arena for violating the spectator conduct rule.
 2. Coach is assessed a Game Misconduct or Match Penalty.
 3. An off-ice official from one of the teams is removed from their position by the referees for their conduct.
 4. Total Team Penalty Minutes Exceed the following:
 - a. Girls 10U- 8 minutes
 - b. Girls 12U- 10 minute
 - c. Squirts- 10 minutes
 - d. PeeWee- 12 minutes
 - e. Girls 14U- 12 minutes
 - f. Bantams- 14 minutes
 - g. Jr. Gold- 16 minutes
 - i. Fair Play penalty minutes equivalencies:
 1. Bench Minor- 2 minutes
 2. Major Penalty- 5 minutes
 3. Misconduct Penalty- 10 minutes
 4. Game Misconduct- 10 minutes
 5. Match Penalty- 10 minutes
 6. Check Behind- 12 minutes
 7. No mouth guard- 2 minutes
 2. Click Final Button at the top of page
 3. Click Save
- i. **4-Point games-** In “Quick Score”, enter a score of 1-0 for the winning team and enter Fair Play Point exactly as points were entered for the 1st game. This will add the correct points for the standings on the website.
- j. **Reporting game input errors or mistakes, game results not entered, or game result disputes.** Please contact the home team responsible for entering the game details by email on any errors or mistakes that you may find, please copy district15hockey@gmail.com on all emails sent. If there is a dispute between teams about game reporting please scan and email the original game sheets along with an explanation to district15hockey@gmail.com or bushy@moorheadyouthhockey.com for review.

XIV. DATES TO REMEMBER for 2019-2020 Season

TOURNAMENT	DATES
DISTRICT 15 SQUIRT A & B TOURNAMENTS	February 7-9, 2020
DISTRICT 15 TOURNAMENTS	February 14-16, 2020
MN HOCKEY REGIONAL TOURNAMENTS	Feb. 28-Mar. 1, 2020
MN HOCKEY STATE TOURNAMENTS	March 13-15, 2020

XV. 2020 REGIONAL TOURNAMENT ADVANCING

Level	# team advance	Region	Regional Host		Level	# team advance	Region	Regional Host
Bantam AA	2	North	Duluth		PeeWee AA	2	North	Grand Rapids
Bantam A	3	West	Alexandria		PeeWee A	3	West	Anoka
Bantam B	3	West	Little Falls		PeeWee B	3	West	Benson
15UA Girls	2	Olympic	Moorhead		12U A Girls	3	West	Richfield
					12U B Girls	3	West	Lakeville

XVI. HOW TO HOST A DISTRICT TOURNAMENT: Refer to their District 15 website “Tournaments Page” often during the season. Information regarding the District Tournaments is updated often throughout the season. If you see incorrect information, kindly email district15hockey@gmail.com and let the website admin know of the error.

a. Choosing a Tournament/ Ice time needed

1. Each year associations choose which District tournaments they want to host based on a rotation at the Spring District 15 Meeting in May. Rotation is always on the District 15 website.
 1. How does the rotation work? The association at the top of the list will be moved to the bottom of the list the next season.
 2. Any association who host a Regional or State Tournament will be moved to the bottom of the list for the next season.
 3. All other associations will be moved up on the list each season.
2. Things to think about when choosing a tournament
 1. Be sure you will have a team at that level in your association. If you will not have a team at that level, you will not have parents to work the game jobs for the tournament. Remember: Most of your travel teams will be at their tournaments and traveling.
 2. If you choose a B level tournament and there is more than 1 division or bracket, your team may not be at home depending on where they land in the standings.
3. Be sure to keep ice time open starting Friday around 5pm until Sunday around 2pm.
 1. It could be earlier on Friday or later Sunday if needed.
 2. The ice time needed varies based on the number of teams for each bracket.
 3. Tell your scheduler to avoid scheduling games for other levels that weekend so ice is available.
 4. Game times may need to be scheduled around High School Play-Off games. Hosts for High School are not determined until February each season.

b. Planning for Hosting a District Tournament

1. Approx. 2 months prior to tournament
 1. Start creating programs- what to include in the programs
 - a. Team Rosters including coaches & team managers
 - i. Rosters can be found on the team pagers for the PeeWee, 12U, Bantam levels.
 - ii. Squirt, 10U rosters are entered by team managers on a Google doc link that can be found on the "Tournaments" page on the District 15 website. The District tournament director sends an email to all team managers/ coaches requesting the rosters to be entered so host sites can use for programs.
 2. Tournament Bracket
 - a. This is created by the District Tournament Director and posted on the District 15 website "Tournaments: Brackets" page.
 - b. Preliminary Brackets are posted after Jan. 15th (date is approximate).
BRACKETS ARE NOT FINAL UNTIL AFTER THE FEBRUARY DISTRICT MEETING.
 - c. Tournaments Rules
 - i. The rules can be found in the District 15 Handbook or on the D15 "Tournaments" page. The handbook can be downloaded of the Home Page of the website.
 - d. District 15 does NOT create or pay for programs for each host site, this is up to the host association.
 3. Start planning a T-shirt/ Sweatshirt Fundraiser for the tournament. Each host site can decide if they will be doing a fundraiser. The District does not do that so each association/ team can keep the funds raised to help pay for expenses of the tournament.
2. Trophies: The District PROVIDES the trophies for all the District 15 Tournaments. There is a Championship, 2nd, and 3rd place trophies for each tournament. These are brought to the Feb. District meeting and sent back to each association with the president or representative that attended the meeting.
3. Approx. 1 month prior to tournament- finalize plans
 1. Each association has their own system for planning parent workers for game jobs. Start getting jobs filled.
 2. OFF ICE OFFICIALS MUST be 18 years old
4. Get Refs scheduled for the games
 1. If you need help finishing referees, then contact the District Referee. Contact info can be found on the D15 website.
 2. Brackets are sent by Tournament Director to each association arena scheduler to get game times set. (Remember nothing is final until after approval at District meeting in Feb.)
 3. IMPORTANT: Your association is the HOST SITE; your association is NOT the HOME TEAM for the District Tournaments. All decorations for the tournament at the host site must represent all the teams coming to your arena.
5. Tournament Weekend
 1. **COLLECT GATE FEES- All HOST sites collect \$250 of gate fees from each team participating. Each team manager should know if their association pays these fees or if it is up to the team to pay.**

- a. Gate Fees collected can be used to help with expenses for the Tournament such as printing programs, making or purchasing decorations, etc.
 - b. District 15 Reimburses each association for referees and ice time based on the number of teams participating at each host site.
 6. Each host site is responsible for updating the Tournament Brackets on the District 15 website through a Google Document after each game. Access to each Google Doc will be sent to the team manager or coach or team parent. Let the District Tournament Director know who the person(s) is for sending access. (IF this is not possible, the Tournament Director will also assist with updating scores as needed.)
 7. At the end of the Tournament, distribute trophies to the teams. Get a team photo with the trophy (if possible) or get photo from a team parent.
 1. Email the photo to district15hockey@gmail.com to put on the D15 website
 - a. Be sure to include the following information in the email:
 - i. Team/ Association Level ex: Fergus Falls PeeWee A or Morris PWB2 “North Division”
 - ii. What place trophy the team won.
- c. **Questions:**
1. BEFORE EMAILING THE DISTRICT TOURNAMENT DIRECTOR:
 1. CHECK THE DISTRICT 15 WEBSITE “TOURNAMENTS PAGE” OR “HOME PAGE”
 2. ASK YOUR ASSOCIATION PRESIDENT OR OTHER ASSOCIATION PARENTS. Association Presidents or Association Representative attend the District 15 meetings and will likely know the answer to your question.
 3. IF YOU STILL CANNOT FIND THE ANSWER TO YOUR QUESTION, PLEASE EMAIL THE TOURNAMENT DIRECTOR. The Tournament Director works with about 80 team managers and coaches during the season. It is difficult to keep track of so many emails so please follow the above procedure BEFORE emailing the Director.

DISTRICT 15 BY-LAWS

ARTICLE 1 OFFICES

Section 1. The principle office shall be at an address designated by the president of district 15.

Section 2. District 15 may also have an office as such other place as the Board of Directors from time to time may appoint, or as district business may require.

ARTICLE 2 MEMBERSHIP MEETINGS

Section 1. All meetings of the membership of the district shall be held within three meetings (fall, winter, and summer) the dates to be determined by the district President and Director.

Section 2. An annual meeting of the membership of this district for the election of officers to succeed those whose 2-year term expires, and for the transaction of other business as may properly come before the meeting, shall be held during the fall meeting with written notice to each association.

Section 3. The order of business at the annual meeting of the district shall be as follows:

- a. Call the meeting to order
 - b. Reading of the minutes of last previous annual meeting
 - c. Report of the officers
 - d. Report of the committees
 - e. Election of new officers
 - f. Miscellaneous business.
- Section 4. Special meetings of the membership to conduct the normal business of the district may be called by the President or by a majority of the Board of Directors, and may be called at any time the President, Vice President, Secretary, or the Treasurer upon the request of 25% of the outstanding membership.

Section 5. A quorum at any annual or special meeting of the District shall consist of a majority of those associations.

ARTICLE 3 MEMBERSHIP

Section 1. The membership of Mn Hockey District 15 shall be comprised of all participating associations within District 15, providing they pay the annual dues as assessed by district, state, and national organizations.

Section 2. Voting on matters that pertain to the administration of Mn Hockey District 15 (i.e. Election of officers, tournaments, bids, changes to by-laws, acceptance of new members associations) requires that each association be allowed one (1) vote per association. Each officer and director of the Mn Hockey District 15 Board excluding the District Director shall have one (1) vote.

Section 3. Voting on matters that pertain to the operations of the Mn Hockey District 15 hockey league (i.e. modifications of playing rules, length of games, playoffs, numbers of games, etc.) shall be done by the majority vote of the associations.

Section 4. Each member association shall appoint a delegate of act as their representative at the meeting of the District Board of Directors. Their delegate has the power to cast their association's allowed vote. The delegate will attend all meetings and will receive minutes and all correspondence for their respective organization, and it will be their responsibility to disseminate this information to the teams in their organizations. This delegate will not have a vote on the District 15 Board of Directors.

Section 5. Each elected officer of the District 15 Board of Directors shall be elected for two years and entitled to one (1) vote.

ARTICLE 4 MANAGEMENT

Section 1. The management of all affairs, property and business of this District shall be vested in the Board of Directors consisting of no less than eight (8) persons.

Section 2. Special meetings of the Board of Directors may be called at any time by the President, or any officer to be held at any location within the confines of District 15.

Section 3. Three (3) days' notice of all special meetings of the Board of Directors shall be given each director by three (3) days service of notice, by letter, telegram telephone, Email, or personally with the purpose of said meeting stated on each notice.

Section 4. No stated salary shall be paid to any Director of Mn Hockey District 15. However, any voucher expenses incurred by any officer or director may be reimbursed by the approval of the Board. Vouchers must be accompanied by receipts.

ARTICLE 5 OFFICERS

Section 1. **President:** The President shall run the affairs of the District, be the chairperson at the Annual Meeting of the membership and be chairperson of any meeting of the Board of Directors. The President shall be ex-officio member of any committee established by the Board.

Section 2. **Secretary:** The Secretary of the District shall issue notice for all meetings and record the minutes of each directors meeting, the annual meeting, and compile same in a corporate record book. This book shall be available to the membership at any time. The Secretary shall make available the minutes of general and annual meetings of the board, within an appropriate amount of time to be set by the board. This person shall perform such other duties as are requested of the office, or as are properly required by the Board of Directors.

Section 3. **Treasurer:** The Treasurer of the District shall have the custody of all the monies and securities of the District and shall keep a record book of accounts. He/she shall disburse the funds of the District in payment of the just demands against the District. He/she shall render to the Board of Directors, from time to time as may be required of him/her, an account of all District transactions as of the financial condition of the District. The Treasurer shall submit an annual financial statement to be presented at the Annual Meeting.

Section 4. **District Director:** The District Director duties and responsibilities shall be as prescribed in the Minnesota Hockey By-Laws as amended as of July 15, 2011.

Section 5. In case of absence or inability to act on the part of any officer of the District, or of any person herein authorized to act in his place, The Board of Directors may from time to time delegate the power of duties of such officer, or any director of any person it may select until such time as his/her successor may be elected and qualify at the next Annual Meeting.

Section 6. The President of the District shall be encouraged to serve one (1) year on the board, prior to being elected President.

ARTICLE 6 BOOKS AND RECORDS

Section 1. The books, accounts, and records of the District, except as may be otherwise required by laws of the State of Minnesota, may be kept as such places as the Board of Directors may from time to time appoint. These books and records shall be open for inspection by any of the membership of this District.

ARTICLE 7 ROMOVAL OF A MEMBER ASSOCIATION

Section 1. District 15, at any regular or special meeting of the membership, may expel (from league play) on ten (10) days written notice, any member association by two-thirds (2/3) vote of the membership.

ARTICLE 8 DIVISIONS AND COMMITTEES

Section 1. The President of the District shall supervise the elected Directors in the following assignments within the District.

Treasurer-Secretary-Coaching Coordinator-Supervisor of Officials-Tournament Director-Girls Coordinator.

ARTICLE 9 PLAYING RULES

Section 1. The playing rules will be those of the USA Hockey amended by Minnesota Hockey and District 15

ARTICLE 10 FINANCE COMMITTEE

Section 1. The President shall appoint an audit committee, which will be chaired by the President, and made up of up to three (3) additional members of the District 15 Board whose purpose shall be:

- a. Prepare annual budget and function as a continuous audit committee.
- b. The proposed budget and methods to meet the proposed budget will be presented for approval in concept at the fall meeting.

ARTICLE 11 POLICY AND PROCEDURES

Section 1. Policies and procedures that will serve to foster the purposes and conduct of league play shall be established by District 15 Board.

ARTICLE 12 INUREMENT OF INCOME

Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE 13 ELECTIONS

Section 1. The Board of Directors election shall be staggered in the following manner:

2012 Year

Secretary, Treasurer, Coach Coordinator

2013 Year

President, (2 Year), Tournament Director (2 Year), Girls Coordinator, (2 Year)

2014 Year

District Director (3 Years), Vice President (2 Year), Secretary (2 Year), Treasurer (2 Year), Coach Coordinator (2 Year)

2015 Year

President, Tournament Director, Girls Coordinator

2017 Year (May 2017)

Even Years: Vice President, Secretary, Treasurer, Coach Coordinator

Odd years: President, Tournament Director, Girls Coordinator

District Director will remain every 3 years (2017, 2020, 2023)

ARTICLE 14 HOCKEY COMMITTEE

Section 1. A hockey committee will be formed with the intention of forming hockey decisions pertaining to the district for the development of our hockey players. They will make recommendations and changes for league play, district tournaments, and formats for district end of year tournaments. Final decisions and recommendations by the HC will be brought before the District 15 BOD for final approval.

Section 2. The HC will be made up of one member per association. The member chosen by each community should be knowledgeable with hockey development. The member chosen will be ongoing until the community makes a change.

Section 3. The district director will be chairman of this committee.

