

# 64<sup>TH</sup> ANNUAL GUIDE

## 2025-26 SEASON

# MAHA Purpose, Mission, Vision, & Values

## The Purposes of MAHA are...

1. To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being
2. To encourage and improve the standard of ice hockey in the State of Michigan.
3. To affiliate with the USA Hockey and other hockey associations.
4. To conduct ice hockey tournaments and to select representative teams for other tournaments.
5. To do any and all acts desirable in the furtherance of the foregoing purposes.

## Mission

The Michigan Amateur Hockey Association (MAHA) is the premier amateur sport organization in Michigan which develops players in the sport of ice hockey to the best of their ability in a fun and safe environment.

## Vision

The MAHA will be the best amateur ice hockey association nationally for lifelong player fun, physical and personal development and player safety.

## Values

1. Excellence in everything we do.
2. Valuable programs that are affordable for our members.™
3. Sportsmanship, teamwork, and respect for each other.
4. A fun, safe environment for our players.
5. Growth of our players as people and hockey players that leads to growth of MAHA.

MICHIGAN AMATEUR  
HOCKEY ASSOCIATION

# Michigan Amateur Hockey Association

Organized 1951 - Incorporated May 18, 1964

## CALENDAR OF EVENTS FOR 2025-2026

July	15	Youth & Girl's Tier I, Tier II ages 14U-19U & Split Season teams may roster
August	1	Youth & Girl's Tier I, Tier II ages 14U-19U & Split Season may begin to play games with 25/26 roster.
August	15	Youth & Girl's Tier I & Tier II ages 9U-13U First Day of Player Signing & teams may roster for the 25/26 Season
September	1	Youth & Girl's Tier I & Tier II ages 9U-13U may begin to play games with 25/26 roster. Deadline for 16U & 18U registration for State Playoffs
October	16-26	16U Split Season State Playoffs – Jackson Optimist Arena
October	16-26	18U State Playoffs – Jackson Optimist Area
November	1	Notification of Intent to Enter MAHA Playoffs is Due as Follows
		- Youth District Playoffs: Notification to District Chair
		- Girl's Tier II & Tier III State Playoffs: Must Register on the MAHA Website
November	15	Request For Exception For District/State Playoff Eligibility Due To District Chair
	30	Last Day for Team Initiated Releases For Players (indoor)
	30	Notification Of Candidacy for MAHA Officers and USA Hockey Director Positions Due to the MAHA Secretary
December	23	Last Day For Roster Changes To Be Eligible For Districts/States: All Classifications Except For Outdoor Teams
December	31	All Coaches Must Have Achieved the Required Level Of Coaching Certification & Modules
January	15-18	USA Hockey Winter Meetings, Nashville, TN
January	22-25	MAHA Winter Meeting, Livonia Marriot, Livonia, MI
February	1	District Nominations due
February	24	MAHA State Playoff begin through March 15
March	16	Non-National Bound Spring Try-Out May Begin
March 24-29	2-7	USA Hockey All Youth, Girl's National Champions
March	31	Tier 1 National Bound FALL Try-outs may begin
April	11-14	USA Hockey Adult Men's National Championships
April	18-21	USA Hockey Women's Rec National Championships
May	4	Tier 1 <b>non-national</b> bound fall tryouts begins
May	18	Non-national bound Tier II fall tryouts begin
June	3-6	USA Annual Congress, Denver, Colorado
July	9-12	MAHA Summer Meetings, Doubletree by Hilton GR Airport, Grand Rapids, MI



## OFFICERS

**President**

**(2028) Tom Berry**

P (269) 207-2544 Email: [president@maha.org](mailto:president@maha.org)

**Executive Vice-President**

**(2027) Dan Pozdol**

P (248) 240-9681 Email: [execvp@maha.org](mailto:execvp@maha.org)

**Vice-President Adults**

**(2028) Doug Diroff**

P (734) 915-8507 Email: [vpadults@maha.org](mailto:vpadults@maha.org)

**Vice-President Youth**

**(2027) Joe Barone**

P (248) 568-4369 Email: [vp youth@maha.org](mailto:vp youth@maha.org)

**Vice-President Appeals**

**(2028) Jerry Ruskowski**

P (248) 727-3697 Email: [vpappeals@maha.org](mailto:vpappeals@maha.org)

**Vice-President Girls'/Women**

**(2026) Jean Laxton**

P (616) 560-6503 Email: [vp girls@maha.org](mailto:vp girls@maha.org)

**Secretary**

**(2027) Kevin Wood**

P (616) 560-6503 Email: [secretary@maha.org](mailto:secretary@maha.org)

**Treasurer**

**(2026) James Cosgrove**

P (586) 690-8213 Email: [treasurer@maha.org](mailto:treasurer@maha.org)

## MAHA REPRESENTATIVES

**Michigan High School Representative**

**Don Wright**

P (734) 660-8591 Email: [don@arcticcoliseum.net](mailto:don@arcticcoliseum.net)

**Michigan Referee-in-Chief**

**Howard (J.P) Parmentier**

P (906) 281-8151 Email: [midistrict@gmail.com](mailto:midistrict@gmail.com)

**Michigan Registrar**

**Bob Yohe**

P (906) 485-1605 Email: [bob.yohe@usahockey.org](mailto:bob.yohe@usahockey.org)

**Michigan Coach-in Chief**

**Matt Kakabeeke**

P (269) 720-9572 Email: [matt.kakabeeke@usahockey.org](mailto:matt.kakabeeke@usahockey.org)

**Michigan Disabled Sports Director**

**Nick Zajas**

P (248) 727-3697 Email: [directordisabledhockey@maha.org](mailto:directordisabledhockey@maha.org)

**MAHA Attorney**

**Steve Stapleton**

P (616) 581 2858 Email: [sstapleton@clarkhill.com](mailto:sstapleton@clarkhill.com)

**MAHA Rick Manager**

**Grant Helms**

P (989) 631 4501 Email: [miriskmgr@chart.net](mailto:miriskmgr@chart.net)

**USA Hockey**

**Honorary**

**District**

**Representatives**

**Members**

**Directories**

George Atkinson (2028)

Roger Mauritho

Clem Waldman

[District 2](#)

[District 3](#)

Kevin Wood (2028)

Grant Helms

John Beadle\*

[District 4](#)

[District 5](#)

Tom Berry (2027)

Judy Niemi

Gordan Bowman

[District 6](#)

[District 7](#)

Al Wakeham (2026)

Mickey Jesue

\*Non-Voting

[District 8](#)

[USA Hockey Associate Registrars](#)

[MAHA Committees](#)

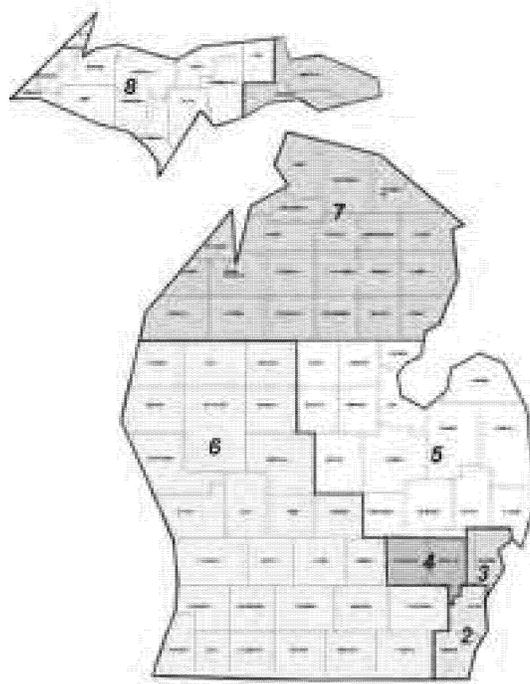
[MAHA Awards 2023 State & National Champions](#)

[Coaching Program Leadership Directory](#)

[Officiating Program Leadership Directory](#)

# MAHA DISTRICT BOUNDARIES

- | DISTRICT | DEFINITION  |
|----------|---|
| 2        | All residents of Wayne, Monroe Counties<br>Except : - Residents of Redford Twp., Livonia, Plymouth, Plymouth Twp., Canton Twp., Northville and Northville Twp. are designated as District 4.<br>- Residents of Harper Woods and all Grosse Pointes are designated as District 3.<br>Note : - Residents of Milan Twp. are District 2; residents of the City of Milan are District 6.   |
| 3        | All residents of Macomb County<br>And : - those residents of Oakland County in cities / townships east of the north/south vertical line formed by Greenfield, Adams, Kern and Barr Roads from the Wayne County line to the Lapeer County line except residents of the city of Birmingham.<br>- Residents of Harper Woods and all Grosse Pointes.  |
| 4        | All residents of Livingston and Oakland Counties<br>And : - Residents of Redford Twp., Livonia, Plymouth, Plymouth Twp., Canton Twp. Northville, Northville Twp., and the entire city of Birmingham.<br>Except : - Those residents of Oakland County in cities/townships east of the north/south vertical line formed by Greenfield, Adams, Kern and Barr Roads from the Wayne County line to the District 5 border are designated as District 3.<br>Except : - Those residents of Oakland County in the townships of Brandon, Groveland, Holly, and Oxford, and all communities within them, are designated as District 5. |
| 5        | All residents of the counties of: St. Clair, Lapeer, Genessee, Shiawassee, Saginaw, Tuscola, Sanilac, Huron, Bay, Midland, Gratiot, Isabella, Clare, Gladwin and Arenac.<br>And : - Those residents of Oakland County in the townships of Brandon, Groveland, Holly, and Oxford, and all communities within them, are designated as District 5.   |
| 6        | All residents of the counties of: Mason, Lake, Osceola, Oceana, Newaygo, Mecosta, Muskegon, Montcalm, Ottawa, Kent, Ionia, Clinton, Allegan, Barry, Eaton, Ingham, Van Buren, Kalamazoo, Calhoun, Jackson, Washtenaw, Berrien, Cass, St. Joseph, Branch, Hillsdale and Lenawee. Residents of the City of Milan are District 6.  |
| 7        | All residents of the counties of: Chippewa, Mackinac, Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Alcona, Oscoda, Crawford, Kalkaska, Grand Traverse, Leelanau, Benzie, Manistee, Wexford, Missaukee, Roscommon, Ogemaw and Iosco.   |
| 8        | All residents of the counties of: Luce, Schoolcraft, Alger, Delta, Menominee, Dickinson, Marquette, Baraga, Iron, Gogebic, Ontonagon, Houghton and Keweenaw.  |



# MAHA DISTRICT BOUNDARIES

## LISTING OF COMMUNITIES WITHIN M.A.H.A. DISTRICTS

**CITIES / TOWNSHIPS WITHIN WAYNE, OAKLAND, LIVINGSTON,  
MACOMB & MONROE COUNTIES**

**COUNTIES LISTED BY DISTRICT  
( for Districts 5, 6, 7 & 8)**

**LISTED BY DISTRICT (for Districts 2, 3 & 4)**

**District 2**

Allen Park  
Ash Twp.  
Bedford Twp.  
Belleville  
Berlin Twp.  
Brownston Twp.  
Carleton  
Dearborn  
Dearborn Heights  
Detroit  
Dundee  
Ecorse  
Erie Twp.  
Exeter Twp.  
Flat Rock  
Frenchtown Twp.  
Garden City  
Gibraltar  
Grosse Ile  
Hamtramck  
Highland Park  
Huron Twp.  
Ida Twp.  
Inkster  
Lambertville  
Lasalle  
Lasalle Twp.  
Lincoln Park  
London Twp.  
Luna Pier  
Maybee Village  
Melvindale  
Milan Twp.  
Monroe  
New Boston  
Newport  
Petersburg  
Rainsville Twp.  
River Rouge  
Riverview  
Rockwood  
Romulus  
Samaria  
South Rockwood Village  
Southgate  
Summerfield Twp.  
Sumpter Twp.  
Taylor  
Temperance  
Trenton  
Van Buren Twp.  
Wayne  
Westland  
Whiteford Twp.  
Woodhaven  
Wyandotte

**District 3**

Addison Twp.  
Armada Twp.  
Berkley  
Bruce Twp.  
Center Line  
Chesterfield Twp.  
Clawson  
Clinton Twp.  
Eastpointe  
Ferndale  
Fraser  
Goodison  
Grosse Pointe  
Grosse Pte Farms  
Grosse Pte Park  
Grosse Pte Shores  
Grosse Pte Woods  
Harper Woods  
Harrison Twp.  
Hazel Park  
Huntington Woods  
Lakeville  
Lenox Twp.  
Leonard  
Macomb Twp.  
Madison Heights  
Memphis  
Mt Clemens  
New Baltimore  
New Haven  
Oak Park  
Oakland Twp.  
Pleasant Ridge  
Ray Twp.  
Richmond  
Rochester  
Rochester Hills  
Romeo  
Roseville  
Royal Oak  
Royal Oak Twp.  
Saint Clair Shores  
Selfridge Angb  
Shelby Twp.  
Sterling Heights  
Troy  
Utica  
Warren  
Washington Twp.

**District 4**

Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Brighton City  
Brighton Twp.  
Canton Twp.  
Clarkston  
Clyde Twp.  
Cohoctah Twp.  
Comerce Twp.  
Conway Twp.  
Davisburg  
Deerfield Twp.  
Drayton Plains  
Farmington  
Farmington Hills  
Franklin  
Genoa Twp.  
Green Oak Twp.  
Hamburg Twp.  
Handy Twp.  
Hartland Twp.  
Highland Twp.  
Howell City  
Howell Twp.  
Independence Twp.  
Iosco Twp.  
Keego Harbor  
Lake Angelus  
Lake Orion  
Lathrup Village  
Livonia  
Lyon Twp.  
Marion Twp.  
Milford  
New Hudson  
Northville  
Northville Twp.  
Novi  
Oceola Twp.  
Orchard Lake  
Orion Twp.  
Plymouth  
Plymouth Twp.  
Pontiac  
Putnam Twp.  
Redford Twp.  
Rose Twp.  
South Lyon  
Southfield  
Springfield Twp.  
Sylvan Lake  
Tyrone Twp.  
Unadilla Twp.  
Union Lake  
Walled Lake  
Waterford Twp.  
West Bloomfield Twp.  
White Lake Twp.  
Wixom  
Wolverine Lake

**District 5**

Arenac  
Bay  
Clare  
Genesee  
Gladwin  
Gratiot  
Huron  
Isabella  
Lapeer  
Midland  
Saginaw  
Sanilac  
Shiawasee  
St. Clair  
Tuscola  
Plus In Oakland County:  
    Brandon Twp.  
    Groveland Twp.  
    Holley  
    Holly Twp.  
    Ortonville  
    Oxford  
    Oxford Twp.

**District 7**

Alcona  
Alpena  
Antrim  
Benzie  
Charlevoix  
Cheboygan  
Chippewa  
Crawford  
Emmet  
Grand Traverse  
Iosco  
Kalkaska  
Leelanau  
Mackinac  
Manistee  
Missaukee  
Montmorency  
Ogemaw  
Oscoda  
Otsego  
Presque Isle  
Roscommon  
Wexford

**District 6**

Allegan  
Barry  
Berrien  
Branch  
Calhoun  
Cass  
Clinton  
Eaton  
Hillsdale  
Ingham  
Ionia  
Jackson  
Kalamazoo  
Kent  
Lake  
Lenawee  
Mason  
Mecosta  
Montcalm  
Muskegon  
Newaygo  
Oceana  
Osceola  
Ottawa  
St. Joseph  
Van Buren  
Washtenaw

**District 8**

Alger  
Baraga  
Delta  
Dickinson  
Gogebic  
Houghton  
Iron  
Keweenaw  
Luce  
Marquette  
Menominee  
Ontonagon  
Schoolcraft

**Note:** The City of Milan is in D6; Milan Twp. is in D2w  
Fenton is in either D4 or D5; contact your District Registrar  
Fowerville is in either D4 or D6; contact your District Registrar  
Pickney is in either D4 or D6; contact your District Registrar

**Note:** The City of Milan is in D6; Milan Twp. is in D2  
Fenton is in either D4 or D5; contact your District Registrar  
Fowerville is in either D4 or D6; contact your District Registrar  
Pickney is in either D4 or D6; contact your District Registrar

NOTE: Communities not shown on this sheet have been assigned to their respective District per the boundaries specified in the description of Districts and as shown on this page. If there is any question, contact the District Registrar for the answer.

NOTE: Communities not shown on this sheet have been assigned to their respective District per the boundaries specified in the description of Districts and as shown on this page. If there is any question, contact the District Registrar for the answer.

## **BYLAW 1: ASSOCIATION and PURPOSE**

The Name of the Association shall be the “Michigan Amateur Hockey Association”, here-in-after referred to as the “MAHA” or “Association”.

The purposes of this Association are:

- To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being.
- To encourage and improve the standard of ice hockey in the State of Michigan.
- To affiliate with USA Hockey and other local hockey associations in the State of Michigan.
- To affiliate with other hockey initiatives under the auspices of USA Hockey or its Affiliates.
- To conduct ice hockey tournaments and to select representative teams for other tournaments.
- To do any and all acts desirable in the furtherance of the foregoing purposes.

**Mission** - The Michigan Amateur Hockey Association (MAHA) is the premier amateur sport organization in Michigan which develops players in the sport of ice hockey to the best of their ability in a fun and safe environment.

**Vision** - The MAHA will be the best amateur ice hockey association nationally for lifelong player fun, physical and personal development, and player safety.

**Values** - From the MAHA to the Ice, the MAHA will promote:

- Excellence in everything we do.
- Valuable programs that are affordable for our members.
- Sportsmanship, teamwork, and respect for each other.
- A fun, safe environment for our players.
- Growth of our players as people and hockey players that leads to growth of the MAHA.

The MAHA is a not-for-profit organization established under the Michigan Nonprofit Corporation Act. The principal office of the MAHA shall be in the State of Michigan. The MAHA may have such other offices as the MAHA Board of Directors may determine or as the affairs of the business may require from time to time.

The MAHA shall have and continuously maintain a registered office in the State of Michigan and the address of the registered office shall be determined by the MAHA Board of Directors.

This Association shall have no capital stock and shall not be conducted for pecuniary profit.

The fiscal year of the MAHA shall end on April 30th of each year.

**Exoneration From Personal Liability** - As a non-profit Association regulating amateur hockey in Michigan, the MAHA, its Officers, Vice-Presidents, Directors, Representatives to the MAHA Congress, and Officials assume no responsibility for injury or damage to players under any circumstances.

## **BYLAW 2: AFFILIATION**

- A. The Michigan Amateur Hockey Association (MAHA) is an affiliate of USA Hockey.
- B. The Michigan Amateur Hockey Association, as an affiliate of USA Hockey, Inc., shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, and decisions of the USA Hockey Board of Directors and the USA Hockey Congress, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Michigan Amateur Hockey Association. Further, the Michigan Amateur Hockey Association: (i) shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules, and decisions of the USA Hockey Board of Directors and the USA Hockey Congress, within and upon its members and/or within its jurisdiction, and (ii) agrees to be guided by the following core values of USA Hockey:
1. **SPORTSMANSHIP**  
Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
  2. **RESPECT FOR THE INDIVIDUAL**  
Treat all others as you expect to be treated.
  3. **INTEGRITY**  
We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
  4. **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS**  
Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
  5. **ENJOYMENT**  
It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
  6. **LOYALTY**  
We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
  7. **TEAMWORK**  
We value the strengths of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.
- C. The Michigan Amateur Hockey Association, an Affiliate Association of USA Hockey, Inc., does hereby indemnify and hold harmless USA Hockey and each member thereof, the USA Hockey Board of Directors and the USA Hockey Congress and each member thereof, the Councils and Committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the Michigan Amateur Hockey Association, except to the extent: (i) that USA Hockey or the afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own

intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the USA Hockey Board of Directors and the USA Hockey Congress. Further, the Michigan Amateur Hockey Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this document.

- D. The Officers and Vice-Presidents of the Association shall represent the MAHA at USA Hockey's Annual Summer Meeting and Winter Meeting of the USA Hockey Congress.

### **BYLAW 3: FINANCE and CONTRACTUAL AUTHORITY**

- A. Contractual Authority

The MAHA Board of Directors may authorize any Officer(s), to enter into any contract or execute and deliver any contract or other instrument in the name of and on behalf of the MAHA, and such authority may be general or confined to specific instances. Unless authorized to do so by these Bylaws or by the MAHA Board of Directors, no Officer or agent shall have any power or authority to bind the MAHA by any contract or engagement, or to pledge its credit, or to render it liable peculiarly for any purpose or in any amount.

- B. Deposits

All funds of the MAHA not otherwise employed shall be deposited from time to time to the credit of the MAHA in such banks, trust companies, or other depositories as the MAHA Board of Directors may from time to time designate. For the purpose of such deposits, all checks, drafts, and other orders for the payment of money which are payable to the order of the MAHA, may be endorsed, assigned, and delivered by any Officer of the MAHA.

- C. Bond

The MAHA Board of Directors may require any Officer, employee, or agent of the MAHA to give such bond for the faithful discharge of his/her duties to the Association as the MAHA Congress may determine.

- D. Correspondence

MAHA Stationary, envelopes, or postage is to be used for official MAHA correspondence ONLY. The use of MAHA stationery, envelopes, or postage for soliciting, or running for office, or for the use of personal correspondence is prohibited. Any violation to this rule will be referred to the MAHA Board of Directors for disciplinary action.

- E. Expenses

Officers, Directors, MAHA Representatives to Congress, and Committee Members may be reimbursed for verified expenses submitted to the Treasurer. Approval of such expenses shall follow the procedure as laid out in the financial procedures manual.

## **BYLAW 4: MEMBERSHIP**

- A. Membership shall be limited to:
  - 1. Affiliated ice hockey programs and league officers.
  - 2. Registered players, coaches, and team officials of rostered teams.
  - 3. USA Hockey Representatives to USA Hockey's Congress representing the MAHA.
  - 4. MAHA Officers, Directors, Representatives to the MAHA's Congress, District Council members, and appointed Committee members.
  - 5. Active Emeritus members.
  - 6. Honorary members.
  
- B. All members, as defined in Bylaw 4A, must be members in good standing with USA Hockey and the MAHA.

Members not in good standing are ineligible to participate in the MAHA. A member in good standing is defined as a member that: (1) has not been convicted of a felony within the past 10 years; (2) is not currently serving a suspension under the authority of USA Hockey, the MAHA, or any local hockey association; or (3) has no past due financial obligations to USA Hockey, the MAHA, or any local hockey association.
  
- C. Subject to its affiliation with the USA Hockey, the MAHA shall have full and final jurisdiction over its members as well as overall amateur hockey in the State of Michigan.
  
- D. Membership Fee. Annual registration fees and dues may be established by the MAHA Board of Directors.
  
- E. Other assessments necessary for the operation of this Association may, from time to time, be established by the Board of Directors. All such assessments shall be payable as directed by said MAHA Board of Directors.
  
- F. Failure to comply with either Section D or E of this Bylaw and any rules promulgated hereunder shall result in the immediate suspension of said non-complying league, association, team, and/or individual(s) and said suspension shall remain in full force and effect until such time as there is full compliance.

## **BYLAW 5: GOVERNMENT**

- A. The MAHA Congress shall be constituted as follows:
  - 1. Officers of the Association
  - 2. Vice-Presidents
  - 3. District Representatives
  - 4. Emeritus Members
  - 5. Honorary Members

B. Powers and Duties of the MAHA Congress

The property and affairs of the MAHA shall be managed by the Congress, hereinafter known as the MAHA Congress. The MAHA Congress shall have general management and control of the business and affairs of the Association and shall exercise all of the powers that may be exercised or performed by non-profit corporations under the statutes of the State of Michigan, the Articles of Incorporation, and these Bylaws.

In addition to other powers stated herein and provided by law, the MAHA Congress shall have the power to:

- (1) Formulate, prescribe, alter, and amend these Articles of Incorporation, Bylaws, Rules and Regulations, Policies and Procedures of the MAHA for the governance of the MAHA.
- (2) Elect the Officers and certain other members of the MAHA Board of Directors and the MAHA Congress as set forth in and according to the procedures in these Bylaws.
- (3) Call any necessary Special Meetings of the MAHA Congress and fix the time and place of such meetings, subject to MAHA Bylaw 7.
- (4) Receive a copy of the financial statements (Balance Sheet and Operating Statement) of the MAHA and a copy of the MAHA's proposed operating budget prior to the Winter Meeting of the MAHA Congress. At the Winter Meeting of the MAHA Congress, the Congress shall recommend the approval of any fee increases for consideration by the Board of Directors. At the Winter Meeting of the MAHA Congress, the MAHA Congress shall recommend the approval of an operating budget to the Board of Directors.

C. Powers and Duties of the MAHA Board of Directors and of the Officers of the Association  
The Board of Directors shall be composed of the Officers, the Vice-Presidents, seven (7) Directors At-Large, the USA Hockey Referee-In-Chief Michigan District, the USA Hockey Coach-In-Chief Michigan District, the Ice Rink Representative, and the Youth Tier I Representative.

The MAHA Board of Directors shall be empowered to act on the behalf of the MAHA Congress on matters within the authority of the MAHA Congress between meetings of the MAHA Congress provided that: (a) the MAHA Board shall not have the authority to amend, alter, or repeal the Bylaws or Rules and Regulations, but may recommend such changes to the MAHA Congress for consideration; and (b) the MAHA Board shall have the authority to amend, alter or repeal Rules and Regulations only in the case of an emergency when a vote of the MAHA Congress cannot reasonably be obtained, and in such event the action taken by the MAHA Board shall be placed on the agenda at the next meeting of the MAHA Congress for ratification, amendment or repeal. The Board of Directors consists of the following positions.

1. President

- a. Shall be an Officer of the MAHA.
- b. Preside at all meetings of the MAHA Congress and the MAHA Board of Directors.
- c. Shall have the power to call meetings of the MAHA Board of Directors and to call Special meetings of the MAHA Congress.

- d. May attend and represent the MAHA at other ice hockey meetings.
  - e. Shall interpret rules and make decisions on questions arising from emergencies not provided for in the Bylaws or Rules and Regulations. Any such interpretations shall be brought to the attention of the MAHA Board of Directors at its next meeting. At that meeting, the interpretation shall be discussed, modified, approved or rejected by a majority of the MAHA Board of Directors.
  - f. Shall manage the day-to-day affairs of the MAHA.
  - g. Shall automatically be a candidate for election as a Representative to the USA Hockey Congress from Michigan.
  - h. In the absence of the Treasurer, shall have the right to sign or endorse checks payable by or payable to the MAHA.
  - i. Shall be a member of all Committees of the MAHA.
  - j. In consultation with the MAHA Board of Directors, shall appoint the members of all Standing Committees or Special Committees unless stated otherwise in these Bylaws.
  - k. Shall have such additional powers and perform such additional duties as the MAHA Board of Directors may from time to time prescribe.
2. Executive Vice-President
- a. Shall be an Officer of the MAHA.
  - b. In the absence of the President, shall have all the powers and duties of the President.
  - c. Shall perform special assignments deemed necessary by the President and/or the MAHA Board of Directors.
  - d. Shall be the Chairperson of the Rules Committee.
  - e. Shall be the MAHA's liaison with USA Hockey's Michigan Risk Manager and Risk Management Program.
  - f. Shall have such additional powers and perform such additional duties as the MAHA Board of Directors may from time to time prescribe.
3. Treasurer
- a. Shall be an Officer of the MAHA.
  - b. Shall receive all funds due to the MAHA for deposit in a bank.
  - c. Shall pay all rightful obligations of the MAHA.
  - d. Shall sign or endorse checks payable by or payable to the MAHA.
  - e. Shall present a budget for the upcoming fiscal year to the MAHA Board of Directors prior to the beginning of each fiscal year. This budget will be presented to the Winter Meeting of the MAHA Congress.
  - f. Shall render a financial account at the end of each fiscal year and at any other time directed by the MAHA Board of Directors.
  - g. Shall, in conjunction with the Audit Committee, arrange for an annual financial investigation, and the filing of required government informational returns, as approved by the MAHA Board of Directors.
  - h. Shall be a member of all Committees of the MAHA.

- i. Shall have such additional powers and perform such additional duties as the MAHA Board of Directors may from time to time prescribe.
- 4. Secretary
  - a. Shall be an Officer of the MAHA.
  - b. Shall keep minutes of the meetings of the MAHA Congress and the MAHA Board of Directors. Shall prepare and send these minutes to the Representatives to the MAHA Congress.
  - c. Shall serve as the Chairperson of the Credentials and Ethics Committee.
  - d. Shall run the MAHA elections at the meetings of the MAHA Congress.
  - e. Shall run the Representative District elections and all other elections as needed.
  - f. Shall make arrangements, agendas, and coordinate the awards for the meetings of the MAHA Congress.
  - g. Shall notify the Representatives to the MAHA Congress of meetings and other important matters.
  - h. Shall be the Chairperson of the Guidebook Committee.
  - i. Shall be a member of all Committees of the MAHA.
  - j. Shall have such additional powers and perform such additional duties as the MAHA Board of Directors may from time to time prescribe.
- 5. Vice-President for Youth
  - a. Shall oversee Youth Hockey in Michigan.
  - b. Shall serve as the Chairperson of the State Playoff Committee.
  - c. Shall serve as the Chairperson of the Youth Committee.
- 6. Vice-President for Adults
  - a. Shall oversee Adult (Men's and Women's) hockey in Michigan.
  - b. Shall serve as the Chairperson of the Adult Committee.
- 7. Vice-President for Girls'
  - a. Shall oversee Girls' hockey in Michigan.
  - b. Shall serve as the Chairperson of the Girls' Committee.
- 8. Vice-President of Discipline
  - a. Shall be the Chairperson of the Disciplinary Committee.
  - b. Shall appoint and manage the MAHA Safe Sport Coordinator(s) with approval of the MAHA Board of Directors.
  - c. Shall appoint and manage the MAHA Match Penalty Coordinator(s) with approval of the MAHA Board of Directors.
- 9. USA Hockey Coach-In-Chief, Michigan District (non-voting)
  - a. Shall serve as the Chairperson of the Coaching Committee.
  - b. Shall be the MAHA's liaison with USA Hockey's Coach-in-Chief and the Coaching Education Program.

10. USA Hockey Referee-In-Chief, Michigan District (non-voting)
  - a. Shall serve as the Chairperson of the Officiating Committee.
  - b. Shall be a member of the Officiating Discipline Committee.
  - c. Shall be the MAHA's liaison with USA Hockey's Referee-in-Chief and the Officiating Program.
  
11. Directors At-Large
  - a. There shall be seven (7) Directors At-Large, one from each District. Each District Council will provide the name of a Council Member, who is a MAHA Representative to Congress, to the MAHA Secretary prior to the conclusion of the Summer Meeting. The Director At-large will serve a one-year term beginning at the conclusion of the Summer Meeting and will serve through the conclusion of the next MAHA Annual Summer Meeting.
  - b. In the event a person serving as a Director At-Large no longer holds a position as MAHA Representative to Congress, then the person shall automatically be removed from their office as a Director At-Large. If for any reason a Director At-Large is unable to complete their full term of service for which the Director At-Large was selected, the effected District Council shall select a replacement Director At-Large who shall serve the unexpired term.
  
12. Ice Rink Representative (non voting)

This individual will serve a one year term. Ice Rink Representatives office holders shall not serve successive terms of office as an Ice Rink Representative. The individual will be recommended to the MAHA Board of Directors by members of the US Ice Rink Association for their approval at the MAHA Annual Summer Meeting and will serve through the conclusion of the next MAHA Annual Summer Meeting. This individual will meet all the criteria of a MAHA Representative to Congress.
  
13. Youth Tier I Representative (non voting)

This individual will serve a one year term. Youth Tier 1 Representatives office holders shall not serve successive terms of office as a Youth Tier I Representative. The individual will be recommended to the MAHA Board of Directors by the Youth Tier I organizations for their approval at the MAHA Annual Summer Meeting and will serve through the conclusion of the next MAHA Annual Summer Meeting. This individual will meet all the criteria of a MAHA Representative to Congress.

D. Powers and Duties of District Representatives and District Chairpersons of the MAHA Congress

1. Shall represent and oversee the affairs of their respective District within Michigan.
2. Shall interface with the MAHA Board of Directors members as needed to perform their duties.
3. Shall mentor and manage the membership within their District.
4. The District Chairperson, or designee, shall be responsible for coordinating with the Vice-President of Discipline and conducting disciplinary hearings within their District.

E. Emeritus Members

Emeritus Members are Representatives to the MAHA Congress.

1. Shall be non-voting members of the MAHA Congress.  
[Proviso: those current Life Members as of July 2025 will continue to have a vote at the MAHA Congress meetings (see 3 below).
2. Past Officers: Presidents, Secretaries, Executive Vice-Presidents, and Treasurers who have served six (6) years on the MAHA Board of Directors as an Officer and have successfully completed their term in good standing.
3. A special designation of Emeritus Member in the MAHA shall be awarded to former members of the MAHA Congress who have served amateur hockey in Michigan in an outstanding manner over and beyond the call of duty. Only two (2) such members may be named by vote of the Representatives to the MAHA Annual Summer Meeting in any year. If an Emeritus Member misses six consecutive meetings of the MAHA Congress (Winter Meeting of the MAHA Congress and MAHA Annual Summer Meeting), he/she is removed from membership of the MAHA Congress and the designation of Emeritus Member is replaced by Honorary Member.
4. Emeritus Members shall receive the same expense reimbursements as other Representatives to the MAHA Congress.

F. Honorary Members

Honorary Members are Representatives to the MAHA Congress.

1. The Representatives to the USA Hockey Congress residing in the state, the USA Hockey: Registrar, Referee-In-Chief, Coach-in-Chief, Risk Manager for Michigan; the MAHA Attorney, the MAHA High School Director, and the MAHA Director of Disabled Sports shall be honorary non-voting members of the of the MAHA Congress. In addition, the MAHA Congress may appoint additional honorary non-voting Representatives to the MAHA Congress to recognize service to amateur hockey in Michigan.
2. Honorary Members shall receive the same expense reimbursements as other Representatives to the MAHA Congress unless those expenses are paid by USA Hockey.

G. Term Limits for Officers and Vice-Presidents

No Officer or Vice-President, excluding Treasurer, can serve in any one office position longer than three consecutive terms. If an individual was elected to serve a portion of a prior Officer's unexpired term, they shall be permitted to be elected and serve three full

terms thereafter. If no candidate(s) are nominated by November 30, incumbent candidates may choose an additional consecutive term until a candidate(s) nomination for said office is received during an election cycle.

#### H. Elections

Prior to being eligible for election or selection as a MAHA Congress Representative, such person shall have: (i) completed the applicable SafeSport Training, (ii) submitted their application for a background screen through USA Hockey's screening program, and (iii) completed and submitted a MAHA Conflict of Interest Disclosure Form as required under USA Hockey's Conflict of Interest Policy. Each MAHA Congress Representative must renew their SafeSport Training on an annual basis prior to its expiration, complete a background screen every two years, and complete and submit a MAHA Conflict of Interest Disclosure Form each year prior to the MAHA Annual Summer Meeting. MAHA Congress Representatives who have not completed the foregoing requirements at any time may be prohibited from participating in meetings of the MAHA Congress or performing any duties for USA Hockey and the MAHA.

##### 1. Eligibility

- a. Candidates for all positions:
  - (i) Must be 21 years of age or older.
  - (ii) Must have been a member in good standing of the MAHA for a two-year period prior to nomination in the last seven (7) years.
  - (iii) A person shall not be a candidate for a position on the Board for more than one MAHA position at a time nor hold more than one voting position within the MAHA.
- b. Additional eligibility requirements for specific positions shall be shown under the election rules for that position.
- c. The minimum qualifications of the Treasurer shall be as follows:
  - (i) An understanding of Generally Accepted Accounting Principles, evidenced through professional membership or through employment in the field of Accountancy in such a position as Full Charge Bookkeeper, Assistant Controller, Controller, or similar position.
  - (ii) Participate in a discussion with the current Treasurer and/or President, prior to the acceptance of his or her nomination for the position. Such discussion will detail the job duties of the Treasurer and the prospective nominee's ability to faithfully discharge said duties.
  - (iii) Be bondable.

## 2. Officers/Vice-Presidents

### a. Candidates

To any Officer or Vice-President position of the MAHA Board of Directors the candidate must be a current or former Representative to the MAHA Congress for a period of not less than three years [Proviso: this would include District Directors under the 2024 Bylaws].

### b. The term of office for these Officers/Vice-Presidents is three years or until their successor is elected. Elections will be held at the Winter Meeting of the MAHA Congress. The Officers and Vice-President(s) elect will take office at the conclusion of the following MAHA Annual Summer Meeting.

### c. Election

- i. The President, all Vice-Presidents, Secretary, and Treasurer shall be elected to office by the MAHA Congress by a majority vote.
- ii. All persons who will be candidates for election as an Officer or Vice-President, shall submit a letter of intent and a resume to the Secretary of the MAHA by November 30 preceding the Winter Meeting of the MAHA Congress. Resumes of announced candidates shall be posted on the website at least 14 days prior to the Winter Meeting of the MAHA Congress.
- iii. In the event that there are no announced candidates for an office, nominations from the floor will be accepted at the Winter Meeting of the MAHA Congress.
- iv. A candidate for the position of Officer or Vice-President shall be elected by a ballot vote of the MAHA Congress. A candidate must receive a majority of the present eligible votes in order to be elected. In the event no one receives a majority of the eligible votes upon the first ballot, if there are more than two candidates, the candidate having the least number of votes shall be deleted from the ballot and subsequent ballots shall be taken until one candidate receives the majority of the eligible votes.

## 3. Representatives to the MAHA Congress

The number of Representatives elected shall be as follows:

District #2: 7 Representatives

District #3: 7 Representatives

District #4: 7 Representatives

District #5: 7 Representatives

District #6: 7 Representatives

District #7: 7 Representatives

District #8: 7 Representatives

### a. District Representatives

(1) District Representatives shall be elected by their constituents to serve three-year staggered terms. Terms shall commence at the conclusion of the MAHA Annual Summer Meeting. District Representatives shall reside in the District they represent; or be on a USA Hockey certified roster as a registered participant or participated on a team located in the District; or have a minor registered participant on a USA Hockey certified roster in said District; or have

been a previous District Representative. A District Representative is not eligible for nomination if this requirement is not satisfied and further vacates the position if this requirement is not satisfied throughout the duration of any term of office.

- (2) District constituents shall be defined as the registered member participants that are claimed by affiliated associations assigned to that district. Unclaimed registered member participants shall be assigned to the district in which they reside.
- (3) Each District Council shall appoint an individual to solicit and receive nominations for District Representatives. The list of nominees shall be forwarded to the MAHA Secretary by February 1st.
- (4) Ballots will be sent to the email address listed on the USA Hockey Registration of the registered member participants. Each nominee for District Representative shall furnish a resume of their qualifications for office (electronic submission only) up to 250 words, which shall be included in the email and posted on the MAHA web site.
- (5) Each registered member participant shall be allowed to cast one (1) vote. Ballots shall be cast electronically. The Secretary shall record the votes cast and submit the results to the MAHA Board of Directors for certification.
- (6) In the event the number of nominees for District Representatives does not exceed the number of Representatives to be elected, the nominees shall become Representatives-elect and the election process shall be discontinued.
  - (i) Depending on the number of Representatives allowed, the following applies: highest vote getters in order of number of votes received will become District Director Representatives to the extent of directorships available in the District.
  - (ii) Will be elected to a three (3) year term as their terms expire. This will provide for one third of the Representative positions up for election each year.

#### 4. Emeritus Members

##### Election of Emeritus Member

- a. Nominees must have a minimum of 10 years of service with the MAHA Board of Directors, or Representative to the MAHA Congress, or District Representative [Proviso: this would include District Directors under the 2024 Bylaws].
- b. Rationale of nomination must be submitted in writing to the MAHA Board of Directors at least 30 days prior to the MAHA Annual Summer Meeting.
- c. Presentation will be made to the MAHA Congress. A ballot will be used for voting, with a requirement of two-thirds for affirmation of the MAHA Congress.

#### 5. USA Hockey District Representatives to USA Hockey's Congress

The term of office for USA Hockey District Representatives to USA Hockey's Congress shall be three years. The number of Representatives shall be in accordance with the rules as set forth in the USA Hockey Annual Guide. At each Winter Meeting of the MAHA Congress, sufficient USA Representatives shall be elected to fill all vacancies

and expiring terms and take office at the conclusion of the MAHA Annual Summer Meeting that year. Election of USA Representatives shall utilize the procedures for election of Officers/Vice-Presidents stated above.

6. Resignation, Removal, and Vacancy

- a. Any Officer or Vice-President may resign at any time by submitting a letter of resignation to the President and the Secretary. In the event a vacancy occurs the Officer-elect or Vice-President-elect for that office will immediately fill the position if such a person exists. If there is no Officer-elect or Vice-President-elect, the MAHA Board of Directors will redistribute the Officer's or Vice-President's duties until the next meeting of the MAHA Congress. At that time, either a regularly scheduled election for the position will be held or a special election to fill the remainder of the term of office will be held. In the latter case, the Secretary shall solicit nominations for any vacant position up to thirty (30) days prior to the election. At that time, nominations close and the election will be held with the nominated candidates. If no nominations have been received, nominations will be taken from the floor at the meeting of the Congress. The person elected will take office immediately.
- b. A District Representative may resign at any time by giving notice to the District Chairperson, and to the President and Secretary of the MAHA. Any vacancy shall be filled by a vote of the District Representatives. Replacement candidates must be active Council members, or if not available, any other member of the District in good standing.
- c. A USA Hockey District Representative to the USA Hockey's Congress may resign at any time by submitting a letter of resignation to the President and the Secretary. In the event a vacancy occurs, the USA Hockey District Representative to Congress-elect for that office will immediately fill the position if such a person exists. If there is no USA Hockey District Representative to USA Hockey's Congress-elect, the MAHA Board of Directors shall appoint a member in good standing until the next meeting of the MAHA Congress. At that time, either a regularly scheduled election for the position will be held or a special election to fill the remainder of the term of office will be held. In the latter case, the vacancy and a call for nominations will be announced to the MAHA Congress at least 14 days prior to the meeting if possible. The person elected shall take office immediately.
- d. Upon reasonable belief that an Officer (including elect), Vice-President (including elect), Director At-Large, or Representative to USA Hockey's Congress (including elect), or Representative to MAHA Congress (including elect), of the MAHA has violated the By-Laws, Rules and Regulations, Policies or other applicable rules or decisions of USA Hockey or the MAHA, or has otherwise engaged in conduct unsuitable for the sport of hockey, the MAHA Board of Directors may investigate and, if it believes necessary by a majority vote of the MAHA Board of Directors, act as the Disciplinary Authority with respect to any alleged misconduct or improper action.
- e. Any hearing by the MAHA Board of Directors shall be conducted in accordance with USA Hockey By-Law 10. A finding of misconduct or improper action on the

part of any Officer, Vice-President (including elect), Director At-Large or Representative to USA Hockey's Congress (including elect), or Representative to MAHA Congress (including elect) must be supported by two-thirds present of the Disciplinary Authority. The decision of the Disciplinary Authority shall be considered a final decision of the MAHA and appealable to USA Hockey in accordance with By Law 10.E.

- f. Any Officer (including elect), Vice-President (including elect), Director At-Large or Representative to USA Hockey's Congress (including elect), or Representative to MAHA Congress (including elect) of the MAHA is automatically removed from his or her office upon conviction of any felony while serving in office.
- g. Any Vice-President (including elect), Director At-Large, or Representative to USA Hockey's Congress (including elect), or Representative to MAHA Congress (including elect) of the MAHA is automatically removed from his or her office for failure to attend three regularly scheduled MAHA Congress Meetings (Winter Meeting of the MAHA Congress and Annual Summer Meeting) in a row without being excused by the MAHA Board of Directors.
- h. A District Representative is also automatically removed from his or her position as a District Representative for failure to attend three regularly scheduled District Council meetings in a row without being excused by the affected District Council.
- i. Any MAHA official that voluntarily resigns his or her office or is otherwise removed from office must immediately deliver any and all records of the corporation in his or her possession to the MAHA Secretary. Failure to comply with this rule is grounds for the MAHA to seek injunctive relief and obtain all costs and attorney fees incurred in having to secure compliance with this rule.
- j. In the event of the death or other removal of any Officer (including elect), Vice-President (including elect), Director At-Large or Representative to USA Hockey's Congress (including elect), or Representative to MAHA Congress (including elect), as set forth in these rules, the MAHA shall fill the position in the same manner provided for in these rules for voluntary resignations of the specified position.

## **BYLAW 6: COUNCILS and COMMITTEES**

### **A. District Councils**

#### **1. Membership**

Shall be comprised of the District Representatives that have been duly elected from that District along with the other persons appointed as District Council Members by the District Representatives. The size of the District Council will be determined by the District Representatives but will consist of at least seven (7) members.

#### **2. Powers and Duties**

Shall have and exercise general control and authority over the affairs of the District, subject to the authority of the Association, the MAHA Congress, and the MAHA Board of Directors otherwise set forth herein. In addition to these duties, the Council shall act as the District Disciplinary Action Committee pursuant to the provisions set forth

in the Rules and Regulations and shall act as the District Playoff Committee except in the event the State Playoff Committee makes a contrary appointment.

3. District Chairperson

The District Council shall choose from among the District Representatives a Chairperson to serve a one-year term commencing at the conclusion of MAHA Annual Summer Meeting. In the event a District has only one District Representative, he/she shall automatically become Chairperson of the District Council as well. The District Chairperson shall assist the MAHA Board of Directors, Officers, Vice-Presidents, and MAHA Congress in any and all matters concerning his/her home District, exercise general control and authority over administrative affairs of the District and chair the meetings of the District Council.

B. Committees

1. Standing Committees

a. Disciplinary Committee

- (1) The Committee shall be chaired by the Vice-President of Discipline.
- (2) This Committee shall consist of the Executive Vice-President and the Vice-Presidents of Youth, Adults, and Girls.
- (3) This Committee shall manage disciplinary proceedings and administrative actions in coordination with the District Chairs and review appeals in accordance with USA Hockey Bylaw 10, these Bylaws, and MAHA's Rules and Regulations.
- (4) This Committee shall also manage: (a) the administration of the USA Hockey Safe Sport Handbook and (b) the administration of the USA Hockey Codes of Conduct for: Administrators, Coaches, Off Ice Game Officials, Parents, Players, and Spectators.
- (5) No decision may be reached unless three (3) reasonably disinterested and impartial members participate. In the event that the listed members are not available, the Chair or his/her designate may appoint one or more members of the MAHA Congress to serve on any hearing panel or appeal. All disciplinary actions will follow USA Hockey Bylaw 10.

b. Rules Committee

- (1) Shall be chaired by the Executive Vice-President and shall be responsible for processing proposed amendments to the Bylaws and Rules & Regulations.

c. Officiating Committee

- (1) The Chairperson shall be the USA Hockey Referee-In-Chief, Michigan District.
- (2) Shall recommend qualified referees for all State Playoffs.
- (3) Shall determine the compensation rate for officiating State Playoff games with the approval of the State Playoff Committee.
- (4) Shall oversee officiating in Michigan

- d. Officiating Disciplinary Committee
  - (1) The Committee shall be chaired by the USA Hockey Referee-In-Chief for Michigan
  - (2) Membership shall include the Referee Supervisor of the affected district.
  - (3) This Committee shall also manage the administration of the USA Hockey Code of Conduct for Game Officials.
  
- e. Coaching Committee
  - (1) The Committee shall be chaired by the USA Hockey Coach-In-Chief, Michigan District.
  - (2) Membership shall include the Michigan District Coaching Coordinator.
  - (3) Organizes and provides development opportunities for coaches and implementation of the coaching Education Program.
  
- f. State Playoff Committee
  - (1) Shall be chaired by the Vice-President for Youth.
  - (2) Membership shall include the Vice-President for Adults, the Vice-President for Girls', the High School Representative, and the Chairperson of each District. Additional members may be appointed as determined by the MAHA President and/or the MAHA Board of Directors.
  - (3) Shall be responsible for the administration of all aspects of the State Playoffs including:
    - (a) Shall award State Playoff sites.
    - (b) Shall be responsible for all aspects of the State Playoffs.
    - (c) Shall approve State Playoff formats.
    - (d) Shall have the sole authority to determine the eligibility of a team and the players on that team and to act on requests for exception as brought forth by the District Councils.
    - (e) Shall approve the referees used for these State Playoffs.
    - (f) Shall be responsible for the annual publication of the "District and State Championship Tournament Guidebook".
  
- g. Adult Committee
  - (1) Shall be chaired by the Vice-President for Adults.
  - (2) Shall be responsible for administering the Adult State Playoffs.
  - (3) Shall be responsible for the administration of the Adult Program.
  
- h. Girls' Committee
  - (1) Shall be chaired by the Vice-President of Girls' Hockey.
  - (2) Shall be responsible for the administration of the Girls' Program.
  
- i. Credentials and Ethics Committee
  - (1) Shall be chaired by the Secretary.
  - (2) Shall be responsible for determining those eligible to vote at meetings of the MAHA Congress and resolving disputes relative to voting.

(3) Composition- the Committee shall be comprised of three (3) persons, including the Chair, all of whom shall be appointed by the President with the approval of the MAHA Board of Directors. With the exception of the Secretary, no member of the Committee may be a voting member of the MAHA Board of Directors or the MAHA Congress.

(4) Duties and Responsibilities

It shall be the duty and responsibility of the Committee to:

- i) Consider and review alleged breaches of the MAHA's and USA Hockey's Code of Conduct or Conflict of Interest Policy as they apply to members of the MAHA Board of Directors, MAHA Congress, and Committees and report all substantive violations to the MAHA Board of Directors for referral of adjudication in accordance with the USA Hockey Bylaws.
- ii) Approve the form of Conflict of Interest Disclosure form to be completed by all members of MAHA's Board of Directors, Representative to MAHA's Congress, Committees, and staff.
- iii) Require the submission of an annual MAHA Conflict of Interest Disclosure form by all members of MAHA's Board of Directors, Congress, and Committees (requiring the submission of Conflict of Interest Disclosure forms by staff shall be within the authority of the MAHA President).
- iv) Review Conflict of Interest Disclosure forms by members of MAHA's Board, Congress, and Committees, and investigate and evaluate the existence of any conflicts of interest in particular situations, and how they may be resolved or addressed.
- v) Provide an annual report to the MAHA Board of Directors.
- vi) As part of performing its duties as set out above, the Committee may make inquiry from and request any relevant information from the MAHA Board of Directors, Congress, and all Committee, staff members, and other individuals within the MAHA and shall be entitled to conduct or authorize reviews into any alleged violation of the USA Hockey/MAHA's Code of Conduct by any member of the MAHA Board, Congress, and Committees. For avoidance of doubt, the scope of the review is limited to the alleged violation and shall be completely confidential. The Committee shall exercise its duties and responsibilities to the highest professional degree possible and shall endeavor to maintain confidentiality of its deliberations and actions and to protect the privacy of individuals before it as required by these Bylaws and applicable law. Any Committee member with a conflict of interest shall remove themselves from deliberations and abstain from voting on the respective matter(s).
- vii) Consider and review alleged breaches of the MAHA Whistleblower Policy. Report all substantive violations to the MAHA Board of Directors for referral of adjudication in accordance with the USA Hockey Bylaws.

viii) Review and submit proposed revisions to the MAHA's Code of Conduct and/or Conflict of Interest Policy for consideration by the MAHA Board of Directors.

- j. Guidebook Committee
  - (1) Shall be chaired by the Secretary.
  - (2) Shall be responsible for the preparation and publication of the Annual Guidebook.
  
- k. Awards Committee
  - (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for soliciting nominations for and/or selection criteria for the MAHA Awards and conducting ballots if necessary.
  
- l. Redistricting Committee
  - (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for reviewing player, team, and area census data and for making recommended changes in District boundaries for approval by the MAHA Congress.
  
- m. Audit Committee
  - (1) The Committee Chairperson and committee members shall be appointed solely by the President.
  - (2) Shall consist of as a minimum the MAHA Attorney and at least one other Representative to the MAHA Congress with some accounting knowledge.
  - (3) Shall solicit proposals for the annual financial investigation and tax return preparation and make recommendations to the MAHA Board of Directors for those services and where the corporation can make improvements in the MAHA's business systems.
  
- n. Budget Committee
  - (1) Shall be chaired by the Treasurer.
  - (2) May be comprised of the District Treasurers and other individuals nominated by the Treasurer.
  - (3) Shall present a budget for the upcoming fiscal year to the MAHA Board of Directors and present it to the Winter Meeting of the MAHA Congress for approval.
  
- o. Youth Committee
  - (1) Shall be chaired by the Vice-President of Youth.
  - (2) Shall be responsible for the administration of the Youth Program.
  
- p. Diversity, Equity, and Inclusion Committee
  - (1) The Committee Chairperson shall be appointed by the President.

- (2) Shall be responsible to create and foster an all-inclusive environment that recognizes diversity and strives to create an equitable and welcoming environment that supports positive and sustainable growth for the love of hockey within Michigan.
- q. Player Development Committee
- (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for establishing the process for Michigan to select the players who represent the State of Michigan at USA Hockey national camps. This includes dates, finding locations, creating a budget, finding evaluators, and other details that are necessary to stage these camps.
  - (3) Shall be responsible for establishing and maintaining a development program for all players in Michigan. This would include the ADM model from USA Hockey and other USA Hockey programs.
- r. Residency Committee
- (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for reviewing player applications as submitted to the MAHA under the MAHA Michigan Residency Requirements Policy.
- s. Scholarship Committee
- (1) The MAHA Treasurer is the Committee Chairperson.
  - (2) Shall consist of the MAHA Treasurer, the MAHA Attorney, and at least one other individual who is not a member of the MAHA Congress.
  - (3) May solicit funds, make budgetary recommendations, and make proposals for the distribution of the funds to the MAHA Board of Directors.
- t. The MAHA Development Committee
- The MAHA Development Committee is responsible for ongoing review and recommendations to enhance the quality of the MAHA governing structure.
- (1) The Committee Chairperson shall be appointed by the President.
  - (2) Assess organization effectiveness:
    - I. Develop criteria and methods for assessments of the Board of Directors'/Congress' to be approved by the Board of Directors.
    - II. As determined by the Board of Directors, initiate assessments of the Board of Directors'/Congress' performance and effectiveness; and propose, as appropriate, measures to enhance the Board of Directors'/Congress' effectiveness, changes in Board of Directors/Congress structure, or operations.
    - III. As determined by the Board of Directors, initiate assessments of the descriptions of the MAHA Board of Directors' and Representatives' to Congress roles and areas of responsibility and propose, as appropriate, changes.
    - IV. As determined by the Board of Directors, assist in updating the MAHA's strategic plan.

- V. Periodically review general MAHA/Congress practices and policies (i.e.: such as 'MAHA Privacy Policy', 'Conflict of Interest & Confidentiality Policy') and suggest needed improvements.
- (3) Development of Representatives to Congress and Board of Directors members:
- I. Design and oversee a process for training and orientation of new Representatives to Congress and Board of Directors members providing information needed during the early stages of MAHA service.
  - II. Design and implement ongoing training programs for Representative to Congress and Board of Directors members, to provide information sharing, continuing education, and team building to strengthen the organization.
  - III. The Committee will track who completed the training in items I. and II above.
- (4) Evaluate the MAHA governing composition and identify future leadership needs:
- I. Take the lead in assessing current and anticipated needs related to members of the Board of Directors and District Representatives. Identify gaps in future needs and identify potential District Representatives and Board of Directors member candidates and explore their interest and availability for service.
  - II. Contact all Board of Director members and Representatives to Congress eligible for election/re-election to assess their interest in continued service and/or succession planning.
  - III. Nominate individuals to be elected as Officers of the MAHA and members of the Board of Directors.
- u. Technology Committee
- (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for overseeing the technology needs of the organization.
  - (3) Make recommendations to the MAHA Board of Directors for implementation.
- v. Athlete Advisory Committee (will start as a Special Committee with potential conversion to a Standing Committee at a future date)
- (1) The Committee Chairperson shall be appointed by the President.
  - (2) An Athlete Representative is an individual who has been cumulatively rostered on a MAHA USA Hockey team for ten years (10) or more as a player, at any level. Three (3) of those years must be within the last five (5) years of selection.
  - (3) Members shall be appointed by either the President or Committee Chairperson.
  - (4) Shall be responsible for providing an athlete's perspective input to the Chairpersons of all Standing Committees through the Athlete Advisory Committee Chairperson.

- w. Student Advisory Committee (will start as a Special Committee with potential conversion to a Standing Committee at a future date)
  - (1) The Committee Chairperson shall be appointed by the President.
  - (2) Members must be players currently on a MAHA USA Hockey certified roster and be between the ages of 16 and 21.
  - (3) Members shall be appointed by either the President or Committee Chairperson.
  - (4) Shall be responsible for providing student athlete's perspective input to the Chairpersons of all Standing Committees through the Student Advisory Committee Chairperson.
  
- x. Video Review Committee
  - (1) The Committee Chairperson shall be appointed by the President.
  - (2) Shall be responsible for reviewing applications as submitted to the MAHA under the MAHA Video Review Policy.
  
- 2. Special Committees
  - a. Shall be established by the President and/or the MAHA Board of Directors.
  - b. The Chairpersons and membership are to be appointed by the President and/or the MAHA Board of Directors.
  - c. Special Committees are to have specific duties, responsibilities, and authorities.
  
- 3. The Committee Chairperson appointments specifically provided for in this article may be changed or modified by the MAHA Board of Directors.

## **BYLAW 7: MEETINGS**

- A. Parliamentary Authority
 

Robert's Rules of Order, as amended from time to time, shall govern and control the conduct of all meetings to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.
  
- B. Regular Meetings of the MAHA Congress
  - 1. Winter Meeting of the MAHA Congress
 

The Association shall have a Winter Meeting in the month of January at a time, place, and manner to be set by the MAHA Board of Directors.
  - 2. MAHA Annual Summer Meeting
 

The Association shall have a Summer Meeting in the month of June or July at a time, place, and manner to be set by the MAHA Board of Directors.
  
- C. Notice of Meetings
 

Written notice of each Winter and Summer Congress Meeting of the Association shall be published to give notice to each Representative to the MAHA Congress not fewer than at

least twenty-one (21) days in advance of the meeting. Publication can occur by including the notice on the Association website or sending to the Representative's electronic or postal mail address of record. The notice of such meeting must contain the date, manner, and hour of the meeting.

D. Special Rules of Order

1. During a voting session, persons acknowledged by the presiding officer to address the MAHA Congress will be allowed 1.5 minutes, per item, to state their case. Allowed time is not transferable or cumulative.
2. A silent vote or a roll call vote may be called for, but not both on the same issue. Either a ballot or a roll call vote may be requested for any vote and may be authorized by a majority vote.
3. A Roll Call of all voting members will be taken at the start of any session that requires the MAHA Congress to vote. Any Representative to Congress not present at the time of Roll Call will not be allowed to vote during that entire session.
4. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order and shall be deemed to include appropriate modifications in capitalization, number (singular or plural), and case (possessive).

E. Quorum

At least a majority of the MAHA Congress or Board of Directors, currently in office, shall be present to constitute a quorum for the purpose of conducting business at their meetings.

F. Special Meetings

1. Special Meetings may be called by the President or by one-third of the MAHA Congress in accordance with the notice requirements set forth in this Bylaw.
2. Written notice of a Special Meeting shall be published to give notice to each Representative to Congress not fewer than at least ten (10) days in advance of the meeting. Publication can occur by including the notice on the Association website or sending to the Representative's to Congress electronic or postal mail address of record. The notice of such meeting must contain the date, manner, hour, and purpose of the meeting.

G. Committee Meetings

The Chairperson of all Committees may convene their Committees at the Winter Meeting of the MAHA Congress and MAHA Annual Summer Meeting and at other times as needed.

H. Electronic or Telephone Meetings.

Except as otherwise provided in these Bylaws, meetings of the MAHA Congress, MAHA Board of Directors, and Association Committees can be conducted through the use of electronic or telephonic equipment designated by the President and by which all persons participating in the meeting may hear each other. The electronic or telephonic equipment must support silent and roll call voting required under these Bylaws and support visible displays identifying those participating, identifying those seeking recognition to speak, and showing the results of votes. Except as otherwise provided in these Bylaws, electronic or telephonic meetings

shall be subject to rules adopted by the MAHA Board of Directors to govern them, which may include any reasonable limitations on, and requirements for, Board of Directors, MAHA Congress, or Committee members' participation. An anonymous vote conducted through the designated electronic or telephonic meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

#### **BYLAW 8: VOTING**

- A. At all MAHA Congress Meetings, each Representative to Congress, except the President, shall have one vote on any and all matters which come before the MAHA Congress. In matters which require only a majority, the President shall vote only in the event of a tie. In all other matters which require more than a majority of those voting, the President shall have a vote. The President shall vote in all elections or appointments of Officers, Vice-Presidents, Emeritus members, and USA Hockey Representatives to the USA Hockey Congress.
- B. Written notice of the selection or appointment of a new Representative to the MAHA Congress filling a vacancy must be submitted to the Secretary no fewer than fifteen (15) days prior to the date of the meeting in order for the new Representative to the MAHA Congress to be eligible to vote. There shall be no voting by proxy. Any dispute related to the eligibility of a Representative to the MAHA Congress to serve as a Representative to Congress shall be resolved by the Credentials and Ethics Committee.
- C. A decision at a meeting of the Congress or an Association Committee shall be made by the majority of votes cast, unless the favorable vote of a larger proportion is required under these Bylaws.

#### **BYLAW 9: INDEMNIFICATION**

The MAHA hereby consents and declares that any member of the MAHA Board of Directors; member of the MAHA Congress, Officer, chair or member of any Committee, and/or any other official representatives of MAHA (as determined by the MAHA Board of Directors) shall be deemed to have assumed such office or assignment on the express understanding, agreement and condition, that each one of them and their heirs, personal and legal representatives (including executors and administrators), and estate respectively shall from time to time and at all times, to the fullest extent permitted by applicable law be indemnified out of the funds of the MAHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for and in respect to any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the scope and execution of the duties of their office or position, and also from and against all other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof. In making a claim for indemnification from the MAHA, (1) the standards of conduct (and inclusions

and exclusions of indemnification) applicable to a representative of the MAHA shall apply to the person seeking indemnification and (2) the person seeking indemnification shall comply with all requirements of applicable law regarding such indemnification, including, without limitation, requirements for eligibility and application for indemnification.

#### **BYLAW 10: CONFLICTS OF INTEREST**

Conflicts of interest have the potential to cause legal problems as well as cause embarrassment for the MAHA. No MAHA Board of Director, Representative to MAHA Congress, Officer/Vice-President, member of a Committee or any other person determined by the MAHA Board of Directors shall be interested directly or indirectly in any transaction with the MAHA that shall cause a conflict of interest. A conflict of interest is defined as an interest of a pecuniary nature or one of such substance as to induce action on his or her part to promote the transaction for his or her own personal benefit. The MAHA Credentials and Ethics Committee shall decide whether a conflict of interest exists and its resolution. Conflict of Interest forms must be completed annually.

#### **BYLAW 11: AMENDMENTS**

- A. Proposed changes to these Bylaws and/or the Rules and Regulations shall be submitted by members to the Rules Committee Chairperson and must be received by May 15 of odd-numbered years. All proposals must be submitted on the MAHA rules change proposal form and must include all of the required information to be accepted by the Rules Committee Chairperson. All proposals are to be submitted in electronic format. All such proposals shall be read at the MAHA Annual Summer Meeting with a recommendation offered by the Rules Committee. An advisory vote of the MAHA Congress shall be taken at this time. All proposals which do not receive support from a majority of the MAHA Congress Representatives voting at the MAHA Annual Summer Meeting shall be rejected.

In an exceptional circumstance, a rule proposal can be submitted in an even-numbered year. To be placed on the agenda, the proposal must receive a two-thirds affirmative vote by both the Rules Committee and by the MAHA Board of Directors. Once placed on the agenda, the proposal shall follow the approval process as specified in Bylaw 11.

- B. Amendments (not new proposals) may be made to said proposals by MAHA Congress Representatives at the MAHA Annual Summer Meeting by a majority vote or by a three-fourths vote at the Winter Meeting of the MAHA Congress.
- C. Between the MAHA Annual Summer Meeting and Winter Meeting of the MAHA Congress, MAHA Congress Representatives shall discuss the merits of the various proposals carried forward in their home Districts.

- D. For Bylaw and Rules and Regulations amendments, adoption shall require a two-thirds vote of the MAHA Congress Representatives voting at the Winter Meeting of the MAHA Congress.
- E. Any Bylaw or Rule change proposal determined by the MAHA Board of Directors to be the same, or substantially the same, as one rejected at the previous MAHA Annual Summer Meeting or Winter Meeting of the MAHA Congress cannot be placed on the agenda unless it receives a two-thirds vote by the MAHA Congress Representatives voting at the MAHA Annual Summer Meeting.
- F. All proposals received after the May 15 deadline must receive approval of three-fourths of the MAHA Congress Representatives voting at the MAHA Annual Summer Meeting or Winter Meeting of the MAHA Congress to be placed on the agenda.
- G. Proposals to change these Bylaws and/or the Rules and Regulations may be incorporated in a Special Committee report. The Special Committee is not bound by the timelines governed by these bylaws. Proposed changes must be published 14 days in advance of meetings of the MAHA Congress. If the Committee report includes rule or Bylaw changes then the MAHA Congress shall vote separately from the report on the proposed changes and shall pass the rule or Bylaw change by a two-thirds majority at either the Winter Meeting of the MAHA Congress or the MAHA Annual Summer Meeting.
- H. Any amendments to these Bylaws and/or the Rules and Regulations necessitated by amendments to USA Hockey Bylaws and/or Rules and Regulations shall be automatically effected by the Rules Committee and reported to the Winter Meeting of the MAHA Congress or MAHA Annual Summer Meeting following the adoption of such amendments by USA Hockey.
- I. In the event of a state of emergency declared by the federal government or State of Michigan or other governmental action that, in the determination of the MAHA Board of Directors, impairs the Association from carrying out the purposes of the Association, these Bylaws or the Rules and Regulations may be amended as follows: A Special Meeting of the MAHA Congress may be called for the purpose of considering amendments on an emergent basis without using the normal amendment process indicated in this Bylaw sections A through H. The Special Meeting for considering such amendments may be called by a majority of the votes cast at a meeting of the MAHA Board of Directors. The Special Meeting must follow the notice requirements applicable to Special Meetings contained in Bylaw 7. Adoption of any emergent amendments to these Bylaws and/or the Rules and Regulations requires a two-thirds vote of the MAHA Congress Representatives voting at the Special Meeting.
- J. Within one year of enactment of these Bylaws, the MAHA Board of Directors, at a regularly scheduled meeting, may by a two-thirds vote, amend these Bylaws to correct any errors or make any other changes that do not substantially impair the intent of these Bylaws. Notification of any such amendment by the MAHA Board of Directors will

be sent to the MAHA Congress by the MAHA Secretary immediately following said regularly scheduled meeting.

# RULES & REGULATIONS

Revised and Adopted **January 25, 2025** (most recent amendments in bold)

*NOTE: All Coaches, Managers and/or Team Officials shall have the sole responsibility for making sure that their team meets all the requirements for its classification and meets all the criteria for eligibility for District and State Playoffs. USA Hockey Registrars, Associate Registrars and MAHA District Council Personnel will not review rosters at registration to make this determination nor are they authorized to determine said eligibility at registration. All applicable rules for the above are located in this book and the current USA Hockey Annual Guide.*

## I. General Association, Club, and Independent Team Requirements

### A. Associations.

1. To be an Association within the MAHA, all Associations must be recommended for approval by the affected District Council and receive final approval from the **MAHA Board of Directors**. An Association must meet all the requirements of the MAHA Affiliate Agreement and execute the agreement with the MAHA prior to their recognition as an Association.
2. Annually a list of all Officers of the Association, including the Coaching Director, with names, addresses, phone numbers and e-mail addresses must be submitted online, and the association must certify that their Bylaws have not changed since last season. Any changes must be submitted by August 1 and reviewed by the affected District Council. If recommended for approval, they will be sent to the **MAHA Board of Directors** for final approval. If not approved, they will be returned for further revisions.
3. An Association must allow open registration to all geographic residents within the Association's local boundaries.
4. The Association and all its teams must be in compliance with all MAHA rules and be eligible for District and State playoffs.
5. An association which does not register all of its participants and roster all of its member teams shall be denied the right for any team to play in any league, sanctioned tournaments, play games with Canadian Teams, or enter District or State Playoffs
6. An Association must have a demographic large enough to support it. The Association must demonstrate to the District Council that the Association has sufficient ice contracted for each team / program that is age appropriate for its players. Associations must be self-supporting. A minimum of 30% of their Youth membership shall be ages 10 and under. Associations with girls' teams must be self-supporting. A minimum of 30% of their girl's membership shall be ages 10 and under. Non-compliance requires review of the Association by the respective District Council in which the Association must submit an action plan to meet the 30% of membership at 10 and under and may subject the Association to disciplinary action.
7. All new associations will operate under a three-year probationary period. If prior to the end of the three-year period, the Association does not continue to meet all the requirements and follow all MAHA Rules and Regulations their affiliation can be revoked by a majority vote of the **MAHA Board of Directors**.
8. Each Association shall ensure that all their teams at the 10U - 18U age classifications wishing to participate in competition leading to the State Championship notify the State Playoff Committee or their District Council, as appropriate, of their intent to enter the District Playoffs no later than November 1st. Registration for 8U Teams is due by January 1 and Non-

Varsity High School and High School Division teams must submit their intent to enter by the December State Playoff Committee meeting.

9. Each local Association must appoint an individual(s) to be their local Coaching Director and shall notify their District Council District Coaching Director and the Michigan Coaching Director of that appointment, within one week of the appointment. The local Coaching Director serves at the pleasure of the Association, which shall notify the District Council District Coaching Director and Michigan Coaching Director of any changes as they may occur. "Small" Associations (under 100 member's total) may appoint a common Coaching Director to serve several Associations' needs, provided such individual is willing to serve in that capacity. Local Coaching Directors shall attend the annual Regional Coaching Director update meeting and District Coaching Director's meetings scheduled in their area, to assist them in conveying current coaching information to their coaching staff, and to assist in monitoring their coaches' compliance with coaching education requirements. It is strongly recommended that local Coaching Directors positions are an Association voting board member. Coaching Directors are recommended to assist at USA Hockey clinics where their program's coaches are in attendance.

#### B. Club Team or Independent Team.

1. A Club Team or Independent Team is a team in which its members are selected to participate and have no Association affiliation. These teams are limited to participation only in a, Tier II (16UA & 18UAA split season), Tier 1 (AAA), and Non-Varsity High School and High School classifications and must conform to the rules for their respective classification/division.
2. To be a Club or Independent Team within MAHA, all Clubs or Teams must be recommended for approval by the affected District Council and receive final approval from the **MAHA Board of Directors**. Each Team must meet all the requirements of the MAHA Affiliate Agreement and execute the agreement with the MAHA prior to their recognition as a Club Team or Independent Team.
3. Annually a list of all Officers of the Club or Team, with names, addresses, phone numbers and e-mail addresses must be submitted online, and the Clubs or Teams must certify that their Bylaws have not changed since last season. Any changes must be submitted by August 1 and reviewed by the affected District Council. If recommended for approval, they will be sent to the **MAHA Board of Directors** for final approval. If not approved, they will be returned for further revisions.
4. Have sufficient ice contracted and demonstrate that ice times are age appropriate for its players.
5. All Club or Independent Teams must be in compliance with all MAHA Rules and Regulations and be eligible for District and State playoffs.
6. A club which does not register all of its participants and roster all of its member teams shall be denied the right for any team to play in any league, sanctioned tournaments, play games with Canadian Teams, or enter District or State Playoffs
7. Each independent team must notify the State Playoff Committee or their District Council, as appropriate, of their intent to enter the District and State Playoffs no later than November 1st. Non-Varsity High School and High School Division teams must submit their intent to enter by the December State Playoff Committee meeting.
8. All new Independents will operate under a three-year probationary period. If prior to the end of the three-year period the Club or Team does not continue to meet all the requirements

and follow all MAHA rules and regulations their affiliation can be revoked by a majority vote of the **MAHA Board of Directors**.

- C. An Affiliated Association or Club shall not sponsor a team in another Affiliated Association or Club.

## II. Registration and Rostering: Participants and Teams

- A. For all participants (players and coaches), managers, locker room monitors and volunteers, USA Hockey registration shall be completed prior to participation in a USA Hockey/MAHA sanctioned event. Sanctioned events include all practices, games, scrimmages, invitational tournaments, clinics, conditioning activities, and tryouts leading toward team selection.
- B. A player may be registered in only one (1) national ice hockey federation. All USA Hockey Participants (players and coaches) must complete the USA Hockey registration process using the USA Hockey website at [usahockey.com](http://usahockey.com). Each Participant (player and coach) will pay the USA Hockey individual membership fee and any applicable affiliate individual membership fee at the time of online registration. A Participant registered as a Player shall not be required to pay an additional fee as a Coach and a Participant registered as a Coach shall not be required to pay an additional fee as a Player. Participant registration is complete when the individual member registration information and all appropriate fees are received, and the Participant is claimed by a USA Hockey Member Program. A USA Hockey Member Program is a local association/club approved by and affiliated with the MAHA.
- C. Before playing any games, a team must have a USA Hockey approved roster (1-T) from the appropriate USA Hockey Associate Registrar. In the Adult Men's and Women's Recreation divisions, the (1-T) form is required before participating in the District/State playoffs. All rosters and required paperwork must be submitted to the appropriate USA Hockey Associate registrar for review and approval 72 hours before your first scheduled game. Any roster that is presented to the District Associate Registrar that needs additional verification of any players, coaches or manager's eligibility will not be added to the roster until verification has been completed.
- D. Any coach of any team not properly rostered with the USA Hockey and the MAHA who allows his/her team to participate in any games(s) is subject to discipline.
  - 1. A coach or manager who upon the findings of the District Council knowingly allowed the participation of an ineligible player or coach in any game shall be subject to a recommended suspension up to one year.
  - 2. A player or coach upon the findings of the District Council, who knowingly participated in a game as an ineligible player or coach, shall be suspended for not less than thirty (30) days.
- E.
  - 1. Split Season, Pre/Post Season and Pre-Season High School teams. That season runs from August 1 to November 15.
  - 2. Tier 1 and Tier II 14U-19U Regular Season runs from August 1 to April 30.
  - 3. Travel and Tier III Regular Season runs from September 1 to April 30.
  - 4. Spring/Summer Season shall be April 1 to August 31 or until the player is rostered on a Regular Season roster.
  - 5. Players, who are rostered on a Regular Season team still active in the current season, may not sign (or practice) on another team's roster for an upcoming Pre/Post season or Spring/Summer season team until the team they are currently rostered on has completed their season.

However, the roster, once approved by the appropriate USA Hockey Registrar, shall not take effect until the first day of any season.

6. Split season 16U Tier II A teams will play in a Split Season Championship in October. The champion will represent Split Season in the MAHA State Championship at the end of the Regular Season.

7. Split Season 18U Tier II teams will be playing for the MAHA State Championship in October. The champion will represent Michigan in the USA Hockey National Championships. Only teams participating in this season should use this season type when registering a team.

8. All 16U and 18U Split Season rosters will become dormant at the completion of the Split Season and players will be released in accordance with the MAHA release rules.

9. The MAHA 18U Tier II State Championship in October will be representing Michigan at the 18U USA Hockey National Championships. That roster will remain dormant. The dormant tag will be removed prior to practices leading to Nationals. If this team has no players participating in the MHSSA playoffs, they may request an exception from the MAHA State Playoff Committee to begin practice early.

10. The 18U National Championship participant players are ineligible to participate in more than one State Affiliate or District Championship. They must be released from any roster they are on before Districts or State Championships.

11. All Rosters may be submitted up to 14 days prior to the start of the appropriate season.

- F. All teams are required to meet the requirements outlined in MAHA Rule IV or V for their respective classification, division and category in which they are rostered. Failure to adhere to the requirements shall result in the roster being invalidated and participation shall be halted.

<u>Category</u>	<u>Division</u>	<u>Classification</u>
Tier I	AAA	<b>13 Only</b> , 14U, 15 Only, 16 Only and 18U Youth
Tier I	AAA	14U - 19U Girls
Travel	AAA	10U - 12U Youth and Girls
Tier II	AA	14U - 18U Youth
Tier II	AA	14U - 19U Girls
Travel	AA	10U - 12U Youth and Girls
Travel	A	9U, 11U and 13U Youth
Tier III	B, BB	10U - 18U Youth
Tier III	B	10U – 19U Girls
Cross-Ice	N/A	6U and 8U

- G. All teams participating in Districts, States, and National tournaments must also adhere to additional rules for District/States eligibility as outlined in Rule IX. Failure to adhere to the requirements shall result in the team being deemed ineligible for participation in Districts, States and/or Nationals.

- H. Procedure for rostering a team: Each team is required to roster online through the USA Hockey Registry Program. This is completed through their Association/organization Register creating the USA 1-T roster. All players, coaches, managers, and volunteers that appear on the roster must also register online at USA Hockey. Before a coach can be added to the roster, he/she is required to complete the online coaching education component for the classification they will be participating in. Coaches, managers, and volunteers must also complete Safe Sport training and an approved MAHA background screening to be added to the roster. Acceptable proof of age

shall consist of a readable copy of a player's government issued birth certificate, or, if a birth certificate is not available, a copy of a Passport ID page. A U.S. Military record of birth will be acceptable in lieu of a birth certificate for players born of parent(s) in the U.S. Military. An affidavit sworn to before a Notary Public duly authorized to act in the State of Michigan may be used only in those circumstances where a birth certificate or U.S. Military record of birth is not legally available. Non-U.S. citizens must provide proof of legal residency and proof of release and transfer from the home country ice hockey federation.

- I. All teams rostered with the MAHA and USA Hockey must have a head coach and team manager in good standing with the MAHA and USA Hockey. Coach and team managers must be rostered at the same time as the players. Teams may roster additional team officials at any time. Coaches and team managers can only be rostered on one team in an age/division classification at a time; *ex.* Registration with a 14U and 14U B is acceptable since these are different classifications. The team manager shall be the custodian of all documents necessary for credential review prior to participation in Tournaments, Districts, State and National playoffs. All 10U and above teams will also need to have team jersey numbers both home and away and player positions entered into the roster.
- J. Once a roster is approved, Head Coaches, Assistant Coaches, and Managers may only be deleted from the roster by letter of resignation, removal by the rostering Association for cause, or suspension by the respective District Council not withstanding appeal reversal. Changes cannot be made from Assistant Coach or Manager to Head Coach or visa-versa, from an approved roster without review by the respective District Council. The District Council Chairperson will notify the Associate Registrar and the State Playoff Committee Chairperson, in writing, of a District Council's approved change in a coaching staff.
- K. A player is a resident of the District in which he/she resides. In cases of divorced parents, the player may be recognized to play as an "In District" player in either of the Districts in which the parents reside. Once the player chooses, the player will remain as an "In District" player, for that District only, for the balance of the regular season.
- L. Michigan resident players of any age classification are permitted to play for an Association/Club that has the rink closet to their residence, based on the shortest distance by roads calculated by Google Maps, and will not be counted as an out of District player if it is beyond District boundaries. Player residence documentation must be provided at the time of team registration with MAHA/USA Hockey and approval received from both the respective districts.
- M. 8 & Under Cross Ice Programs are to roster using the classification 6 & Under or 8 & Under and the category is Cross Ice, the division will be N/A. The number of players on these rosters is a maximum of 50. All coaches and volunteer coaches participating with the cross-ice program must be on the roster.
- N. Substitute Goalkeepers.

A team may pick up a substitute goalie from within its own Association or District if it does not already have a spare goalie registered. For a non-National bound category, the substitute goalie must be registered in the current season on a team of equal or lower age classification and equal or lower team classification. For the National bound category, the substitute goalie must be registered in the current season on a lower classification team.

A substitute goalie, under such circumstances, may be used only in the case of an injury to the regular goalie. If a team elects this method for a substitute goalie, the team may have only nineteen (19) players registered at any time so as not to exceed the maximum number of players

allowed. **For teams allowed to roster twenty-two (22), the team may have only twenty-one (21) players registered at any time so as not to exceed the maximum number of players allowed.**

**Substitute Goalie Chart contained in the MAHA District & State Playoff Handbook.**

O.

1. Each Youth Classification, Split Season, Invitational Tournament, Pre/Post and Regular season type, team may roster twenty (20) players, including goaltenders. The maximum number of players, excluding goalkeepers, shall not exceed eighteen (18). **Tier I teams at the 18U, 16U and 15U youth classifications and 19U girls classification may roster and dress twenty-two (22) players, of which not more than twenty (20) shall be skaters.**

2. Non-Varsity High School Division teams may roster up to 25 players between September 1 and November 14 each season. After November 15, those teams with 20 or more players on their roster would not be able to add any additional players. Any team that falls below 20 could add additional players to bring their team up to 20 players.

3. High School Varsity Division teams may roster 30 players, but can only dress 20 players, including goaltenders for any game.

4. Spring/Summer type teams formed to play between the end of the last USA Hockey Youth/Girls National Championship and August 31, have a limit of twenty-five (25) players on a roster and may dress twenty (20) players per game.

5. Adult US/Adult No-Check classification teams may roster twenty-five (25) players during any season. A team may only dress 20 players for any game, of which only 18 may be skaters, per USA Hockey rules.

P. A player rostered with a Youth or Girls Division classification team is ineligible to simultaneously roster or participate with a team in any Adult Division, College Division, Junior Division High or Prep School Division. Upon participating in any of these divisions, the player is automatically dropped from the Youth or Girls Division roster. A player rostered with a Youth Division classification team may attend tryouts and participate in practices with an Interscholastic High School program as long as they do not participate in any interschool scrimmages or any games. Once they participate in an interschool scrimmage or game, they are automatically released from the Youth or Girls Division roster. Following any of the above occurrences, the team manager of the Youth or Girls Division team must immediately notify the District Registrar of the removal of the player from the roster via a player release form.

Q. No player who is properly rostered in any Youth Classification by December 31st of the current playing season, may be rostered after December 31st with any Junior team. With the exception of affiliated players, if the player plays in a Junior game after December 31, he/she loses all eligibility on his/her youth team for the remainder of the season, regardless of how many games are played at the Junior level.

R. A rostered team in any of the Youth classifications may not play in more than one (1) classification during the regular season.

S. Rostering Exceptions.

A player may be rostered with only one (1) MAHA/USA Hockey team at a time during the regular (winter) season except as noted below.

1. Adult Division (Men's/Women's) Classifications are allowed to play for more than one team in different leagues.

- a. All Adult Men's MAHA Rules and Regulations shall be applicable to Women's rostered teams. Women's players are allowed to play for more than one team in different leagues including playing in Adult Men's leagues.
- 2. Men or Women are allowed to be rostered on more than one team within the same league if they are participating with the additional team(s) for the purposes of tournament play only. Players must designate to the league which team they will participate with for regular season play.
- 3. Girls rostered on youth teams are allowed to dual roster and participate on Girls Tier II for tournaments under certain guidelines. See the appropriate Age and Division Classification for specific guidelines.
- 4. Youth and Girls Tier III players are allowed to dual roster and participate on Tournament Teams for tournaments under certain guidelines. See the appropriate Age and Division Classification for specific guidelines.
- T. Player releases, unless requested by the player, cannot be made later than November 30 of the current playing season.
- U. No players can be added to a team's roster after December 23<sup>rd</sup> of the current playing season to be eligible for District, State and National tournaments. Exceptions to this provision, for District and States, may be made in extraordinary circumstances by a two-thirds majority approval of the State Playoff Committee prior to December 31<sup>st</sup>. Junior players returning to youth teams will have a deadline of December 31<sup>st</sup>.
- V. A player signed to an approved team roster must secure a release in writing from that team before signing with another team. A player receiving a release must be signed to the new team roster, and approved by the USA Hockey Associate Registrar, at least 72 hours in advance of playing in a game. A player requesting a release must be granted that request if he/she is current on their fees as outlined in their Association / team player contract. In absence of the contract a prorated amount must be determined based on participation at the point of the player's release. That prorated amount must be paid before the release will be granted. Any and all equipment belonging to the team must be returned prior to the release as well. The District Council has the authority to release a player who is refused a release by his/her team or Association.

### III. General Age & Division Classifications

#### A. Youth and Girls' General Information.

All Youth classifications are restricted to U.S. citizens, registered aliens, foreign exchange students, and are limited to amateurs. Players who are a citizen of another country shall be considered eligible if he/she is a full-time resident of Michigan and the parent(s) holds one of the following legal documents: Alien Registration Receipt Card or Permanent Resident Card. The player shall also be considered eligible if the parents hold one of the following non-immigrant temporary visas: A. Government Official; E. Treaty Trader or Investor; G. Representative to International Organization; H. Temporary Worker; I. Foreign Information Media Representative; J. Exchange Alien; L. Intra-company Transferee; M. Academic Student; O. Aliens of Extraordinary Ability; P. Athletes and Entertainers; Q. Cultural Exchange; R. Religious Workers; and TN. Transfer needed.

- 1. Youth and Girls' National Championship bound teams are restricted to only two players that are non-U.S. citizens temporarily residing in the U.S. under any combination of the following

immigration visa categories: F. Academic Students; J. Exchange Alien Visa; P. Athletes and Entertainers (excluding their spouses and children under visa category P-4); and Q. International Cultural Exchange Program participants. This restriction does not apply to non-U.S. citizens temporarily residing in the U.S. under category P-4, referenced above, or other visa categories not referenced above, excluding category B. Temporary Visitor.

a. Release.

A release from the player’s home country team/Association authorizing the player to compete for the USA Hockey member team; and,

b. IIHF/Canadian Transfer.

A Youth Written Transfer form must be completed for all non-citizen players (male and female) less than 18 years of age and approved by USA Hockey

B. The age classification of a player in the Youth and Girls’ classifications shall be determined by their age at midnight on December 31.

C. **2025 – 2026 Season Age Classifications.**

<u>Classification</u>	<u>Date of Birth</u>
<b>Adult– eighteen or over</b>	<b>18 or older at date of registration and play</b>
<b>Junior 20U – twenty or under</b>	<b>20 or under as of December 31, 2024</b>
<b>Youth 18U – eighteen or under</b>	<b>2007 &amp; 2008 Birth Years</b>
<b>Youth 16U – sixteen or under</b>	<b>2009 &amp; 2010 Birth Years</b>
<b>Youth 16 – sixteen Only</b>	<b>2009 Birth Year</b>
<b>Youth 15 – fifteen Only</b>	<b>2010 Birth Year</b>
<b>Youth 14U – fourteen or under</b>	<b>2011 Birth Year</b>
<b>Youth 13U – thirteen or under</b>	<b>2012 Birth Year</b>
<b>Youth 12U – twelve or under</b>	<b>2013 Birth Year</b>
<b>Youth 11U – eleven or under</b>	<b>2014 Birth Year</b>
<b>Youth 10U – ten or under</b>	<b>2015 Birth Year</b>
<b>Youth 9U – nine or under</b>	<b>2016 Birth Year</b>
<b>Youth 8U – eight or under</b>	<b>2017 &amp; 2018 Birth Years</b>
<b>Youth 6U – six or under</b>	<b>2019 or later Birth Years</b>
<b>Initiation Program / Learn to Play</b>	<b>Any Age</b>
<b>Women’s – eighteen or over</b>	<b>18 or older at date of registration and play</b>
<b>Girls 19U – nineteen or under</b>	<b>2006 or later Birth Years</b>
<b>Girls 16U – sixteen or under</b>	<b>2009 or later Birth Years</b>
<b>Girls 14U – fourteen or under</b>	<b>2011 or later Birth Years</b>
<b>Girls 12U – twelve or under</b>	<b>2013 or later Birth Years</b>
<b>Girls 10U – ten or under</b>	<b>2015 or later Birth Years</b>
<b>Girls 8U – eight or under</b>	<b>2017 or later Birth Years</b>

D. Game Count Table.

1. The following game counts shall be adhered to by teams in the classification in which they participate or roster. The game count is used to provide a proper balance between competition and practice.
2. The following exceptions to the game count table apply:
  - a. Games played in District, State and National tournaments, in classifications where these are held shall not count toward the game count.
  - b. For ages 10U and older, all tournaments shall count for four (4) games maximum regardless of the actual number of games played

<u>Category</u>	<u>Ages</u>	<u>Tier I &amp; AAA</u>	<u>Tier II, AA &amp; A</u>	<u>Tier III Girls</u>	<u>Tier III Youth B &amp; BB</u>	<u>High School</u>
Youth	8U	N/A	N/A	N/A	No Limit on Half-Ice Games	N/A
	10U	50	45	N/A	40	N/A
	12U	55	55	N/A	40	N/A
	14U	60	60	N/A	45	N/A
	15/16 Only	65	N/A	N/A	N/A	N/A
	16U	65	65	N/A	50	N/A
	18U	65	65	N/A	55	N/A
	High School	N/A	N/A	N/A	N/A	65
Girls	8U	N/A	N/A	No Limit on Half-Ice Games	N/A	N/A
	10U	50	45	40	N/A	N/A
	12U	55	55	40	N/A	N/A
	14U	60	60	45	N/A	N/A
	16U	65	65	50	N/A	N/A
	19U	65	65	55	N/A	N/A

#### IV. Youth Age & Division Classifications

##### A. Tier I Category and AAA Division Teams.

1. The Tier I category and AAA Division teams are the highest level of competitive hockey in Michigan. Teams in this category are restricted to only those in approved Tier I organizations. The recognized Youth age classifications shall be the Youth 10, 11 & 12, and **13 Only** which are designated as Travel Category AAA Division teams. The **13 Only**, 14, 15 Only, 16 Only and 17 & 18 age classifications teams shall be designated as Tier I Category and the Division will be AAA. The **13 Only**, 14, 15 Only, 16 Only and 17 & 18 age classifications are national bound classifications and the teams must meet all National bound eligibility requirements. Teams in the Youth 10, 11 & 12, classifications are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.

2. Tier 1 teams are teams that may participate within a Tier 1 MAHA/USA Hockey sanctioned league that may involve participation with similar teams from Michigan and from across the country.
3. Only teams from those organizations approved by the **MAHA Board of Directors** will be allowed to roster as Tier 1 or AAA teams in Michigan and shall be the only teams allowed to advertise as Tier I, AAA, elite, or similar designations for tryouts, to recruit, entice or in any way give the appearance of being a Tier 1 team.
4. All teams playing in this classification are restricted to a maximum number of games per season. (Rule III,D.2.b)
5. To qualify as a Tier I Organization the following criteria must be followed:
  - a. Not more than (10) Tier 1 organizations will be awarded on an annual basis for a period from September 1<sup>st</sup> to August 31<sup>st</sup>. An application must be sent to the State Playoff Committee Chairperson for consideration not later than November 1<sup>st</sup> of the year prior to the season's start. The State Playoff Committee will make a recommendation to the **MAHA Board of Directors** who will determine the number of Tier I Organizations for the next season: up to six in Districts 2, 3, 4 combined; up to one in District 5; up to two in District 6; and one in Districts 7 and 8 combined. In addition to the above, the Tier I 18U team existing as of June 2019 in District 7 is grandfathered. Upon dissolution of this team, it shall not be replaced other than via the provisions of this rule. **The MAHA Board of Directors** will make their decisions no later than the Annual Winter meeting of the preceding season. Each organization is limited to one team at each age classification.
  - b. Each Tier I Organizations must have teams at the following recognized AAA levels: 10U (Major), 12U (Minor and Major), **13 Only, 14U (Major), 15 Only, 16 Only, 18U (Major)**. The 15 Only and 16 Only categories are to include only those players who are in that birth year. Organizations wishing to apply without a full complement of teams may do so but must provide a 5-year plan that demonstrates a sustainable program working towards having teams at all the recognized levels.
  - c. Tier I organizations are limited to the following non-Michigan players per organization:
    - a. 10U Tier I - Zero (0)
    - b. 11U Tier I - Zero (0)
    - c. 12U Tier I – One (1)
    - d. 13U Tier I – Two (2)
    - e. 14U Tier I – Five (5)
    - f. 15U Tier I – Six (6)
    - g. 16U Tier I – Seven (7)
    - h. 18U Tier I – Nine (9) and must be less than 50% of the team roster
  - d. At the 10U age classification, teams may only form at the 10U (Major age 10) level only. Teams may have a maximum of four (4) players playing up from below the age 10 age group.
  - e. At the 14U classification, no team may roster any player 12 years of age or under.
  - f. Tier I Organizations will have to reapply each year to maintain their Tier I status. Returning Organizations will have preference but will not be guaranteed a Tier I status each year.
6. Each MAHA Tier I Organization must play the other Tier I organizations, excluding tournaments, which determines seeding for the MAHA State Playoffs.
  - a. The amount of home/away games per age classification will be determined annually and posted in the MAHA State Playoff Tournament Handbook.
  - b. Schedule and standings will be posted on the MAHA website.

- c. The Tier 1 clubs will meet prior to the beginning of the season with the MAHA Vice-President of Youth Hockey to create the administrative logistics (i.e., game playing rules, critical dates, home team for third games, protesting, standing tie breaker, etc).
7. In the Tier 1 classifications, player movement will be allowed as follows:
- a. Players shall only move within their own organization.
  - b. 14U shall not move up to any higher classification. 15 Only may move up to the 16 Only classification and 16 Only may move up to the 18U classification. Players using the player movement rule will be allowed to move up and down for a maximum of eight (8) games per Regular Season.
  - c. Player movement is only permitted for injuries or to give players an opportunity to play at the next level. A player shall not be moved up if all your roster players, eighteen (18) skaters and two (2) goalies, will be present for the game for **teams with a twenty (20) player limit; twenty (20) plus two (2) for teams with a twenty-two (22) roster limit.** Movement is not permitted to replace a player serving a Misconduct or Match penalty.
  - e. Players exercising this option will not have a 72-hour waiting period and will not need to be released from one team and added to the other team they are moving to.
  - f. Player movement will be allowed up to December 23 of the current playing season. Player movement will be allowed to fill spots of players that move up to a Junior team until the date established by USA Hockey each year.
  - g. Player movement is allowed to USHL, NAHL Junior teams and USA Hockey NTDP programs. This movement is allowed until a date that is established by USA Hockey each year.
  - h. For player movement tracking, an individual appointed by the State Playoff Committee Chair will be assigned to the Tier 1 category. Teams will submit to this individual the Player Movement Form every time every time a player moves up. This will track how many games an individual player has moved up. Coaches who do not report player movement or exceed the maximum number of moves will be subject to disciplinary actions and suspension of up to one year.
8. Limiting Coach Movement Among Tier 1 Teams
- Definition: Team personnel are defined as and include Coaches, Managers, Advisers, “Influencers” or any other administrative personnel who have participated in the routine operation of the team or organization in the previous **(IE: For the 2025-26 season that would mean the 2024 – 25 Regular Season and the Spring 2024 Season)** or current Regular Season.
- a. No more than one (1) Team personnel from a MAHA Tier 1 organization may move to a different MAHA Tier I organization in a team capacity at an age category that includes players from the team in which they participated in the previous season. Under this rule, said personnel may move organizations with only their own child(ren).
  - b. Any inquiries received by a MAHA Tier I organization, from personnel currently serving under a different MAHA Tier I organization, for the purposes of seeking future opportunities with the organization contacted should be immediately reported to the Tier I Director of the inquirer’s MAHA Tier I organization. Conversations should be documented between both Tier I Directors, and no resolutions agreed upon by the Directors may violate the movement criteria.
  - c. In an instance where the above movement criteria may have been violated, The State Playoff Committee shall investigate and may choose to hold an administrative action process under USA Hockey Bylaw 10.

- 1) Any parties found responsible for violation of the movement criteria as determined by the State Playoff Committee, shall be suspended, at minimum, for the remainder of the season.
  - d. Any exceptions to this rule need to be submitted and forwarded with recommendations by the Tier 1 Committee and approved by the State Playoff Committee.
9. All teams playing in the classification/category are automatically entered and required to participate in the MAHA State Playoffs. Furthermore, said teams must also participate in Nationals if the team is in a National-bound classification.
10. Tryouts for Tier I and AAA Youth Teams
- a. No Tier I team may recruit or solicit players, offer contracts, hold tryouts, conditioning skate, or any activity that could be construed as a tryout/solicitation or recruitment or player evaluation until the specific date outlined below:
  - b.
    - 1). All teams in National bound categories for the current season (not post season), shall not begin tryouts until 48 hours after the completion of the National Tournament for their respective age classification.
    - 2). All Teams in Tier I (Non-National Bound) categories and all Tier II (A/AA) categories for the current season (not post season) shall not begin POST SEASON (Spring) tryouts until after 4 pm on the Monday following the conclusion of the final State Tournament games of all age brackets and categories.
    - 3). All teams in Tier II (A/AA) Non-National bound categories may begin tryouts on the 3<sup>rd</sup> Monday in May for all REGULAR SEASON (Fall/Winter) teams.
    - 4). All Teams in the Tier I (Non-National Bound), may begin tryouts the first Monday in May for all regular season (fall/winter).
11. Teams at the 16U Tier 1 hockey classification will only be able to roster players in the second birth year of classification (16 year old players only).

**B. 14U - 18U Tier II Category and AA Division (Note: in the 16 and Under Age Classification, Tier II is "A") and 10U – 12U Travel Category and AA Division.**

1. The Tier II category and the Travel Category AA Divisions are the next level of competitive hockey in Michigan. Teams in this category include teams which plays in a declared Tier II or Travel AA league or any team playing an independent schedule, registered as a Tier II or Travel AA team. The recognized Youth age classifications shall be the Youth 10U, 12U, 14U, 16U and 18U. The 14U, 16U and 18U age classifications are National bound classifications and the teams must meet all National bound eligibility requirements. Teams in the Youth 10U and 12U age classifications are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.
2. 10U-14U classification teams shall have no more than three (3) players who reside outside the District in which the team is registered.
3. Any team in the youth 16U or 18U age classification shall be allowed an unlimited number of Out-of-District players provided those players are Michigan residents, as defined by the MAHA Residency Policy, and MAHA registered participants. Said teams will be restricted to one (1) Out-of-State player but may submit an exception where applicable.

4. Michigan resident players of any age classification are permitted to play for an Association/Club that has the rink closest to their residence based on the shortest distance by roads calculated by Google Maps and will not be counted as an out of District player if it is beyond District boundaries. Player residence documentation must be provided at the time of team registration with MAHA/USA Hockey and approval received from both the respective districts.
5. Teams rostered under this age, division, and category shall not play more than 30% of their games against Tier 1 opponents. Coaches and managers found in violation of this rule shall have a hearing with a suspension no more than one (1) year.
6. All teams playing in this classification are restricted to a maximum number of games per season. (Rule III.,D.)
7. At the 14U classification, no team may roster any player 12 years of age or under; matches USA Hockey Rules about National-bound divisions.
8. A team may pick up a substitute goalie from within its own Association or District if it does not already have a spare goalie registered. For a non-National bound category, the substitute goalie must be registered in the current season on a team of equal or lower age classification and equal or lower team category/division. For the National bound category, the substitute goalie must be registered in the current season on a lower category team.
9. A substitute goalie, under such circumstances, may be used only in the case of an injury to the regular goalie.
10. Tryouts for Tier II and Travel AA Youth Teams.

No Tier II or Travel AA team may recruit or solicit players, offer contracts, hold tryouts, conditioning skate, or any activity that could be construed as a tryout/solicitation or recruitment or player evaluation until the specific date outlined below:

- a. All teams in National bound categories for the current season (not post season), shall not begin tryouts until 48 hours after the completion of the National Tournament for their respective age classification.
- b. All teams in Travel (A/AA) non-National bound categories for the current season (not post season), shall not begin POST Season (Spring) tryouts until after 4 pm on the Monday following the conclusion of the final State Tournament games of ALL age brackets and categories.
- c. All teams in Travel (A/AA) non-National bound categories may begin tryouts on the 3<sup>rd</sup> Monday in May for all REGULAR SEASON (Fall/Winter) teams.

### C. 10U - 18U Travel Category and A Division.

1. The Travel category is a level of select hockey in Michigan. Teams in this category include teams which play in a declared Travel A Division league or any team playing an independent schedule, registered as a Travel A team. The recognized Youth classifications shall be the Youth 9U, 11U, and 13U age classifications. The Travel category will be the A Division. Teams in this classification are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.
2. A 14 and under, 12 and under and 10 and under team in this classification shall not have players who are in their last year of eligibility. In the **15/16** classification, no players from the **17/18** classification are allowed.

3. May have no more than three (3) players who reside outside the District in which the team is registered. In the **16U** classification teams will be allowed an unlimited number of Out-of-District players provided those players are Michigan residents, as defined by the MAHA Residence Policy, and MAHA registered participants. Said teams will be restricted to one (1) Out-of-State player but may submit an exception where applicable.
4. Michigan resident players of any age classification are permitted to play for an Association/Club that has the rink closest to their residence based on the shortest distance by roads calculated by Google Maps and will not be counted as an out of District player if it is beyond District boundaries. Player residence documentation must be provided at the time of team registration with MAHA/USA Hockey and approval received from both the respective districts.
5. Teams may not play more than 30% of their games against Tier I (AAA) teams
6. If no A league is available, teams may apply to the District Council and State Playoff Committee for authorization to participate in a Tier II league without losing their A status for District/State Playoffs.
7. All teams playing in this classification are restricted to a maximum number of games per season. (Rule III.D.e.)
8. A team may pick up a substitute goalie from within its own Association or District if it does not already have a spare goalie registered. For a non-National bound category, the substitute goalie must be registered in the current season on a team of equal or lower age classification and equal or lower team category/division.
9. A substitute goalie, under such circumstances, may be used only in the case of an injury to the regular goalie.
10. Each Association and team must notify their District Council in writing of their intent to enter the State Playoffs no later than November 1.
11. Tryouts for Travel Category and A Division Youth Teams.

No Tier II team may recruit or solicit players, offer contracts, hold tryouts, conditioning skate, or any activity that could be construed as a tryout/solicitation or recruitment or player evaluation until the specific date outlined below:

- a. All teams in Tier II (A/AA) non-National bound categories for the current season (not post season), shall not begin POST Season (Spring) tryouts until after 4 pm on the Monday following the conclusion of the final State Tournament games of ALL age brackets and categories.
- b. All teams in Tier II (A/AA) non-National bound categories may begin tryouts on the 3<sup>rd</sup> Monday in May for all REGULAR SEASON (Fall/Winter) teams.

#### D. 10U - 18U Tier III Category and B & BB Division.

1. The Tier III category is a recreational travel level of hockey in Michigan determined by a draft. Teams in this category include teams which plays in a declared Tier III league or any team playing an independent schedule, registered as a Tier III team. The recognized Youth classifications shall be the Youth 10U, 12U, 14U, 16UB and 18UBB age classifications. The category will be Tier III and the Division will be B or BB (18U only). Teams in this classification are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.

2. To remain eligible for Districts and States Playoffs, teams may not play more than 30% of their games against teams in a higher category and/or age classification.
3. Tier III Category and B and BB divisions are teams with players chosen through an open draft. To qualify for District and State Playoffs, teams in the B or BB classification must adhere to the following draft system.
4. Association draft rules must be submitted to the District Council Chairperson by August 15th of the current season. These rules must detail how B or BB teams are to be formed within the Association. The District Council shall determine if Association draft rules conform to the requirements contained herein.
  - a. Each team may protect a maximum of one (1) player prior to the start of the player draft.
  - b. Parental requests pertaining to not playing for a specific coach, for transportation reasons or twin sibling reason must be submitted in writing by the parent(s) to the Association prior to the draft. These requests may or may not be honored based on the Association's draft rules, but all requests must be administered on a consistent basis.
  - c. The Association must continue drafting until all available players are drafted to teams.
  - d. Associations with single entry B or BB teams must certify in writing that said players were taken on a first come basis. The formation of single-entry teams must be certified valid by their respective District Council.
    - 1) Associations that did not have a team or fielded a single-entry team in this division the previous regular season must provide evidence of open draft skates and/or registration. This shall be done by publishing the dates and times on a MAHA District website, or in a local newspaper, or routine hockey publications at least two weeks prior to the first draft skate. A copy of this must be submitted to the District Chair prior to the draft skate and/or registration.
  - e. Dates, times, and locations of all Association drafts shall be submitted to the District Council Chairperson a minimum of two weeks prior to the draft. The draft shall be monitored by a member of the District Council or Officer of the MAHA.
  - f. All teams playing in this classification are restricted to a maximum number of games per season. (Rule III.D.e).
  - g. Within a single Association, in the 12U, 14U, 16UB, and 18U BB classifications only, goalies are allowed to participate on more than one team in the same classification or one age classification higher.
5. A team may pick up a substitute goalie from within its own District if it does not already have a spare goalie registered. The substitute goalie must be registered in the current season on a team of equal or lower age classification and equal or lower team classification category/division.
  - a. A substitute goalie, under such circumstances, may be used only in the case of an injury or illness to the regular goalie
6. Tier III Category and B and BB Division players are allowed to dual roster and participate on Tournament Teams for tournaments if they meet to following criteria:
  - a. Teams can be created, not to exceed 20 players (18 skaters and 2 goalies), all players must be currently on a regular season House/Recreation approved roster.
  - b. Tournament teams must provide a USA Hockey 1T roster and all necessary paperwork to an Associate Registrar for certification 72 hours before first scheduled game.

- c. Team must turn in the completed MAHA Pilot Program Roster Form along with copies of the current rosters the players are on. Regular season coaches must give approval for participation on the form.
  - d. If players and coaches are not on a current roster, they must meet all the requirements to be placed on the roster.
  - e. Tournament teams would be designated A or AA teams depending on the age level of the players. (Teams with the majority of the player's ages being in the first year of that division would be allowed to participate in the A division if they choose. Teams with the majority of the players ages being in the second year of that division would be designated AA).
  - f. These players will continue to participate as a member of their teams remembering a player cannot play more than two games in any single day. Regular season and Tournament Teams cannot participate in the same tournament.
  - g. Failure to follow the above rules will subject the tournament team head coach to MAHA disciplinary action.
  - h. Tournament teams are not eligible for MAHA District competition.
- 7 All (B) and (BB) teams needing a ruling or exception to make the team eligible to play in leagues, tournaments, Districts, and States must submit their requests (through their District Councils first) to the State Playoff Committee for disposition. Teams requesting an exception may participate until the State Playoff Committee has made its decision.
8. Each Association and team must notify their District Council in writing of their intent to enter the State Playoffs no later than November 1. 16U and 18U BB must notify their District Council in writing of their intent to enter the State Playoffs no later than December 15.

#### E. 8U and 6U Age Classification.

- 1. As a best practice, it is recommended that all Associations incorporate the ADM practice curriculum and initiatives into their 6U and 8U Player Development practice program.
- 2. All games and scrimmages at 6U and 8U classification shall be played either cross-ice or half-ice.
- 3. No Youth team which has a majority of youth eight (8) and under players may register or participate as a regular league member of another (higher) classification.
- 4. In Cross-Ice / Half-Ice games, the MAHA encourages the use of referees as a training ground for young referees.
- 5. Each Association and team must notify their District Council in writing of their intent to enter the State Playoffs no later than January 1.

#### F. USA Hockey High School Classification.

- 1. Restricted to amateurs who are enrolled as full-time students (grades 9-12), and under 20 years of age on December 31 of the Playing Season. Eligibility shall not exceed eight (8) consecutive semesters starting with the player's freshman year (9th grade).
- 2. For home-schooled students, the term "attend" shall mean that the student is enrolled at a high school and is designated as carrying sufficient credits to be considered a full time-student for which credit toward high school graduation will be granted by the high school upon the student's completing and passing the courses. The school which enrolls the student shall be

exclusively responsible to verify the student's compliance with all of the eligibility requirements.

Clarification: Those High School students graduating mid-year are no longer full-time students and, therefore, are not eligible to play High School hockey, effective on their last day of attending classes full-time as defined by the school.

3. High School Varsity Division And/or Prep School Division- (male and female teams) include two types of teams:
  - a. Division 1 (Pure teams) are community based public high schools, private schools drawing their students exclusively from a local metropolitan area (excluding any school that boards players), or a combined team
  - b. Division 2 (Combined teams) is formed by players from multiple schools from a local metropolitan area. Combined teams may form using the same school districts as co-op programs that exist within MHSAA, but that is not a requirement.
4. A Youth/girls' team registered as a high school team may roster 30 players, but can dress only 20 players, including goaltender(s), for a game.
5. A USA Hockey rostered team may play high school/prep/JV hockey teams rostered with and recognized by the Michigan High School Athletic Association (MHSAA). This allows for play with high school varsity/prep school/ Junior Varsity (JV) teams during the school winter session only: November 1 to March 1 of the current season. All prep and JV teams representing their MHSAA school are required to carry a letter from their school administration confirming their permission to participate against MAHA rostered teams.
6. Teams in this classification are restricted to a maximum number of games - Refer to (Rule III.D.b)

#### G. Non-Varsity/JV High School Division Classifications.

1. Non-Varsity/JV High School Division 1 - high school and prep school Club or non-varsity teams consisting of full-time students grades 9 - 12 attending the same high school or prep school or full-time students that are eligible to play sanctioned high school varsity sports at that school.
2. Non-Varsity/JV High School Division 2 – high school and non-varsity teams consisting of full-time students attending high school / prep school grades 9 – 12.
3. If no Non-Varsity/JV High School league is available, teams may apply to the District Council and State Playoff Committee for authorization to participate in a Tier II league without losing their High School status for State Playoffs.
4. Division 2 teams may not have more than six (6) players who reside outside the MAHA District in which the team is registered. If the player is out of district but is within the school district from which the majority of the team's players come from that player is not considered out of District. Division 1 has no Out of District restriction.
5. Non-Varsity High School Division teams may roster up to 25 players between September 1 and November 14 each season. After November 15, those teams with 20 or more players on their roster would not be able to add any additional players. Any team that falls below 20 could add additional players to bring their team up to 20 players. A team may only dress 20 players for any game, of which only 18 may be skaters, per USA Hockey rules.

6. All teams and players playing in this classification are restricted to a maximum number of games per season- (Rule III,D.b)
7. Each team must notify their District Council of their intent to enter the State Playoffs by the December State Playoff Committee meeting.

## V. Girls Age & Division Classifications

### A. Girls 14U-19U Tier 1 Category AAA Division and 10U – 12U Travel Category AAA Division.

1. The Tier I category is the highest level of competitive hockey for girls in Michigan. Teams in these categories are restricted to only those in approved Tier I organizations. The recognized Girls classifications shall be the 11 & 12, 13 & 14, 15 & 16 and 17-19 age classifications. The 13 & 14, 15 & 16 and 17-19 age classifications are National bound classifications, and the teams must meet all National bound eligibility requirements. Teams in the Girls 11 & 12 classification are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.
2. Beginning at the 14U age group at the Girls' Tier 1 and Girls' Tier II levels, to be able to roster a team there shall have been a Tier 1, Tier II or Tier III team in the Association or Club one age classification younger or in the same age group in the previous regular hockey season. When starting a 12U team there is no requirement for an Association or Club to have had a team in the previous season at the age group below. For a 14U team to form, a 12U or 14U team must have been in place the previous year. For a 16U team to form, a 14U or 16U team must have been in place the previous season. For a 19U team to form, a 19U or 16U team must have been in place the previous season. An Association or Club that wants to form a Girls team, yet does not meet the previous year team requirement, can petition the **MAHA Girls' Committee** for an exception, and must demonstrate that the team formation is not creating negative consequences for Girls teams in other Associations or Clubs.
3. Only approved Tier I teams and organizations shall be allowed to advertise as Tier I, AAA, elite or similar designation for tryouts, to recruit, entice or in any way give the appearance of being a Tier I team.
4. Teams participate in a Tier 1 MAHA/USA Hockey sanctioned league that may involve participation with similar teams from Michigan and from across the country.
5. No player 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on a team eligible to compete in the District or National Championships or playoffs leading thereto.
6. Per USA Hockey Rule E Girls Tier I Standards and Criteria, the maximum number of Tier I teams in Michigan for a period of September 1st through August 31st each year will be identified through the following process:
7. Applications for Tier 1 recognition must be sent to the Chairperson of the **MAHA Girls' Committee** for consideration not later than November 1st of the year prior to the season being applied for (i.e.: November 1<sup>st</sup> of 2024 for the 2024-25 season). A Girls' Sub-Committee will make its recommendation to the **MAHA Board of Directors** which will make a final decision no later than the Annual Winter meeting of the preceding season.
  - a. Each organization is limited to one Tier I team at each age classification.

- b. Tier I organizations/teams will have to reapply each year to maintain their Tier I status. Returning organizations/teams will have preference but will not be guaranteed Tier I status each year.
  - c. It is highly recommended that an organization have teams at all of the following recognized Tier I levels: G19U, G16U, G14U, and G12U. Organizations wishing to apply without a full complement of Tier I teams may do so but are recommended to demonstrate a sustainable program working towards having Tier I teams at all the recognized levels.
  - d. Only teams approved by the **MAHA Board of Directors** will be allowed to roster as Tier 1 or AAA teams in Michigan.
  - e. Each MAHA Tier I team must play the other MAHA Tier I teams in their age classification two (2) games per season: one (1) home; one (1) away; excluding tournaments.  
CONTRADICTION TO 12 BELOW
  - f. Teams not approved by the State Playoff Committee may not advertise as Tier I, elite, or similar designation for tryouts, to recruit, entice or in any way give the appearance of being a Tier I team.
8. Girls Tier I teams are limited to the following number of out-of-state or import players: 12U - two (2), 14U – two (2), 16U – three (3), 19U – six (6). An import player is an out of state player that lives in Michigan as outlined in the Michigan residency policy.
  9. Teams in this classification are restricted to a maximum number of games per season. (Rule III.B.e)
  10. Players can participate in only one age classification higher than player’s actual birth year classification. Requests for a one-year waiver shall be submitted to the State Playoff Committee. Waivers for exception shall be submitted for approval if waivers are needed for Associations to field a single-entry team. However, at the 14U classification, no team may roster any player 12 years of age or under.
  11. Teams shall be registered in the age classification in which they participate for league play.
  12. Each MAHA Tier 1 organization (12, 14, 16 and 19U girls) must play the other Tier I organizations excluding tournaments, which determines seeding for the MAHA State Playoffs. Teams must play each other three (3) times within their respective age / division classification. Each team is required to play one (1) home game, one (1) away game, and one (1) additional game. Schedules and standings will be posted on the MAHA website. The Tier I clubs will meet prior to the beginning of the season with the **MAHA Vice-President of Girl’s** to create the administrative logistics (i.e.: game playing rules, critical dates, home team for third games, protesting, standing tie breaker, etc.).
  13. In the Tier 1 category shown below, player movement will be allowed as follows:
    - a. Players can only move within their own organization.
    - b. 14U may move up to 16U; 16U may move up to 19U. Players using the player movement rule will be allowed to move up and down for a maximum of eight (8) games per regular season.
    - c. Player movement is only permitted for injuries or to give a player an opportunity to play at the next level. A player shall not be moved up if all your roster players, eighteen (18) skaters and two (2) goalies, will be present for the game **for teams with a twenty (20) player limit; twenty (20) plus two (2) for teams with a twenty-two (22) roster limit.** Movement is not permitted to replace a player serving a Misconduct or Match penalty.

- d. Players exercising this option will not have a 72-hour waiting period, will not need to be released from one team and added to the other team they are moving to.
  - e. Player movement will be allowed up to December 23 of the current playing season.
  - f. For player movement tracking, an individual appointed by the State Playoff Committee Chair will be assigned to the Tier 1 category. Teams will submit players moving up and down to this individual. This individual will track how many games an individual player has moved up. Coaches who do not report player movement or exceed the maximum number of moves will be subject to disciplinary actions and suspension of up to one year.
14. All teams playing in this classification/category are automatically entered and required to participate in the MAHA State Playoffs. Furthermore, said teams must also participate in Nationals if the team is in a National-bound classification.

15. Tryouts for Tier I **Girls'** Teams

Teams may hold open tryouts. Each Association/organization may field no more than one team at each age level that can advance to a National Championship. No player shall be solicited nor shall the possibility of playing for a Tier 1 team be discussed with any player, prior to the conclusion of the USA Hockey National Tournaments except an existing Tier 1 player for the particular Tier 1 team and or Organization for which that player played during the existing season and then only by that Tier 1 Organization or team. No Tier I or Travel AAA team may recruit or solicit players, offer contracts, hold tryouts, conditioning skate, or any activity that could be construed as a tryout/solicitation or recruitment or player evaluation until the specific date outlined below:

- a. All teams in National bound categories for the current season (not post season), shall not begin tryouts until 48 hours after the completion of the National Tournament for their respective age classification.
- b. All teams in AAA non-National bound categories for the current season (not post season), shall not begin POST Season (Spring) tryouts until after 4 pm on the Monday following the conclusion of the final State Tournament games of ALL age brackets and categories.
- c. All teams in AAA non-National bound categories may begin tryouts on the 1<sup>st</sup> Monday in May for all REGULAR SEASON (Fall/Winter) teams.

**B. 14U - 19U Girls Tier II Category AA Division and 10U – 12U Travel Category AA Division.**

- 1. This level is the intermediate competitive classification and is intended to provide a uniform competitive experience for Association based teams that are not able to compete at the Tier 1 or Travel AAA level. The recognized Girls classifications shall be the 10U, 12U, 14U, 16U and 19U age classifications. The 14U, 16U and 19U age classifications are National bound classifications and the teams must meet all National bound eligibility requirements. Teams in the Girls 10U, and 12U classification are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.
- 2. Beginning at the 14U age group at the Girls' Tier 1 and Girls' Tier II levels, to be able to roster a team there shall have been a Tier 1, Tier II or Tier III team in the Association or Club one age classification younger or in the same age group in the previous regular hockey season. When starting a 10U or 12U team there is no requirement for an Association or Club to have had a team in the previous season at the age group below. For a 14U team to form, a 12U or 14U team must have been in place the previous year. For a 16U team to form, a 14U or 16U team

must have been in place the previous season. For a 19U team to form, a 19U or 16U team must have been in place the previous season. An Association or Club that wants to form a Girls team, yet does not meet the previous year team requirement, can petition the **MAHA Girls' Committee** for an exception, and must demonstrate that the team formation is not creating negative consequences for Girls teams in other Associations or Clubs.

3. Teams participate in a MAHA/USA Hockey sanctioned Tier II or Travel AA league or register as Tier II or Travel AA team.
4. These teams may enter the State tournament at the Tier II or Travel AA level. They must comply with all State eligibility rules and submit an intent to enter the Tier II or Travel AA state tournament.
  - a. Teams registered in this age, category, and division that play more than 30% of their games against Tier I opponents shall be ineligible for State Playoffs in any classification. Coaches and managers found in violation of this rule shall have a recommended suspension of no more than one (1) year.
5. No player 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on a team eligible to compete in the District or National Championships or playoffs leading thereto.
6. A team cannot have more than three (3) out of state or import players (example: 1 import + 2 out of state = maximum number allowed). An import player is an out of state player that lives in Michigan with a Michigan address whose parents have assigned guardianship to a family in Michigan. Import players must produce documentation from school/district they are attending.
7. All teams in this classification are restricted to a maximum number of games per season. (Rule III,A,e).
8. Players can participate in only one age classification higher than player's actual birth year classification. Requests for a one year waiver shall be submitted to the State Playoff Committee.
9. Teams shall be registered in the age classification in which they participate for league play.
10. Girls' Rostering Exception
  - a. Female players (ages 19 & under) may roster either with a youth team or with a girls' team by following the rostering procedures for that classification. Additionally, under the circumstances below a female player may petition to dual roster:
    - 1) When the female player's intent is to play for her youth team but would also like to participate with a rostered girls' team for tournament play (limited to two (2) tournaments per season up to 12/31 of the current season, excluding a State tournament). A female player who is on a youth Tier II primary (travel) roster cannot dual roster on a Tier III girls' team for two (2) tournaments. Female players who wish to dual roster under this condition must request permission to roster with the girl's team by notifying the **MAHA Vice-President of Girls'** in writing and provide a letter of support from the coach of her youth team and the coach of the girl's team prior to the request being considered by the **MAHA Girls' Committee**. The Committee's written approval must be presented to the District Associate Registrar(s) at the time of rostering on the girl's team. All games played by the female player in the aforementioned circumstances will be included in the total game count as it applies to all Youth classifications.

- 2) A female player playing on a Youth Tier III team may dual roster on a girl's Tier III team within the same Association. In the absence of a girls team in their Youth B team Association a female player may roster on a girls Tier III team that is offered in another local Association. Under these circumstances the female player is limited to ten (10) games (played prior to 12/31 of the current season) on the girls team. These games shall not include State playoffs.
  - 3) A female player registered on a Girls Tier III team in an Association that has two or more such teams at an age level may also roster on a second Girls Recreational "Development" team from the same Association. The Development team must be comprised only of players from the Girls Tier III teams in the Association and the team shall not be formed by a tryout process. The Development team is limited to a maximum of twenty (20) games and the games played will be included in the game count as it applies to all girls' classifications.
  - b. Players who wish to dual roster under the above conditions must notify the **Vice-President of Girls'** in writing and provide a letter of support from both the youth team coach and the girls' team coach prior to the request getting consideration by the **MAHA Girls' Committee**. Players must request dual rostering permission before rostering with their second team. The dual rostered player must present the District Associate Registrar(s) with the Committee's written approval at the time of her registration.
11. Tryouts for Girls Tier II and Travel AA Teams
- a. These teams hold open tryouts.
  - b. A second team from a Tier 1 Organization at any age level will be recognized as Tier II providing, they do not in any way give the appearance of being Tier 1 including tryouts.
  - c. No Tier II or Travel AA team may recruit or solicit players, offer contracts, hold tryouts, conditioning skate, or any activity that could be construed as a tryout/solicitation or recruitment or player evaluation until the specific date outlined below:
    - 1) All teams in National bound categories for the current season (not post season), shall not begin tryouts until 48 hours after the completion of the National Tournament for their respective age classification
    - 2) All teams in Travel AA non-National bound categories for the current season (not post season), shall not begin POST Season (Spring) tryouts until after 4 pm on the Monday following the conclusion of the final State Tournament games of ALL age brackets and categories.
    - 3) All teams in Travel AA non-National bound categories may begin tryouts on the 3<sup>rd</sup> Monday in May for all regular season (Fall/Winter) games.
12. Exceptions: Any exceptions to the rules outlined in Section V will be handled by the Girls/Women's Committee, except where noted within the rule itself.

### C. 10U - 19U Girls Tier III.

1. This level is a recreational Tier. It is intended as an introduction level for Associations/Clubs that are offering a girl's program in order to provide skill development in a recreational setting. The recognized Girls classifications shall be the 10U, 12U, 14U, 16U and 19U age classifications. Teams in this classification are eligible for MAHA State playoffs and must meet all requirements to be eligible for MAHA State playoffs.
2. These teams would be involved in a house / recreational league comprised of teams in which the level of play is deemed house / recreational.
3. If more than one team is formed within an Association at any age a draft process shall be used to create fair and balanced teams as used in the Youth classification.
4. Single entry teams must take players on a first come first serve basis.
5. Teams of a Tier III classification may enter the State Tournament (if applicable) at the Tier III level only.
6. Teams in this classification are restricted to a maximum number of games - Refer to (Rule III,A,e).
7. Teams may not play more than 30% of their games against teams in higher classifications. Coaches and managers found in violation of this rule shall have a recommended suspension of no more than one (1) year.
8. Within a single Association, in the Girls Tier III classification only, goalies are allowed to participate on more than one team in the same classification or one age classification higher under the following conditions:
  - a. At the draft, there are not enough goalies to draft one per team.
  - b. Or there is a severe injury to the only goalie on a team.
  - c. Or the only goalie on the team is lost to a high school team.
  - d. This only applies to players registering and playing in the Girls Tier III classification. Using a Tier 1 or Tier II goalie from a lower age classification is not allowed.
9. Each team must submit their Intent to Enter the State Playoffs no later than November 1 via the MAHA website.
10. Girls Rostering Exception

Female players (ages 19 & under) may roster either with a youth team or with a girls' team by following the rostering procedures for that classification. Additionally, under the circumstances below a female player may petition to dual roster:

- a. When the female player's intent is to play for her youth team but would also like to participate with a rostered girls' team for tournament play (limited to two (2) tournaments per season prior to December 31). Female players who wish to dual roster under this condition must request permission to roster with the girl's team by notifying the **MAHA Vice-President of Girls'** in writing and provide a letter of support from the coach of her youth team and the coach of the girl's team prior to the request being considered by the **MAHA Girls' Committee**. The Committee's written approval must be presented to the District Associate Registrar(s) at the time of rostering on the girl's team. All games played by the female player in the aforementioned circumstances will be included in the total game count as it applies to all Youth classifications.
- b. A female player playing on a Youth Tier III team may dual roster on a girl's Tier III team within the same Association. In the absence of a girls team in their Youth Association a female player may roster on a girls Tier III team that is offered in another local Association.

Under these circumstances the female player is limited to ten (10) games on the girls team and the games played will be included in the game count as it applies for all Youth classifications. These games shall not include State playoffs.

- c. A female player registered on a Girls Tier III team in an Association that has two or more such teams at an age level may also roster on a second Girls Recreational "Development" team from the same Association. The Development team must be comprised only of players from the Girls Tier III teams in the Association and the team shall not be formed by a tryout process. The Development team is limited to a maximum of twenty (20) games and the games played will be included in the game count as it applies to all girls' classifications.
- d. Players who wish to dual roster under the above conditions must notify the **MAHA Vice-President of Girls'** in writing and provide a letter of support from both the youth team coach and the girls' team coach prior to the request getting consideration by the **MAHA Girls' Committee**. Players must request dual rostering permission before rostering with their second team. The dual rostered player must present the District Associate Registrar(s) with the Committee's written approval at the time of her registration.

**D. Exceptions:** Any exceptions to the rules outlined in Section V will be handled by the MAHA Girls' Committee, except where noted within the rule itself.

## VI. Adult Classifications (Men's and Women's)

### A. Adult USA Checking.

1. Open to all U.S. citizens; non-U.S. residents are eligible on a limited basis. Excludes players that have participated during the current season at any elite professional level (NHL, AHL, and European) or on an NCAA Division I and/or III team. Players that have participated in the following leagues before November 30 of the current season are eligible on a limited basis: (ECHL, CHL, IHL, UHL, SPHL, AAHA, and any Major Junior (other leagues may apply). Players that participated during the current season at any level of the ACHA (American Collegiate Hockey Association) are eligible for this classification. All players must be 18 years of age or older by December 31 of the current season. However, only 25% of an Adult U.S. registered team may be under the age of 20 unless approved by the **USA Hockey** Vice-President, Adult Council Chair. No games are allowed without an approved roster.

### B. Adult Non-Checking.

1. Unrestricted as to citizenship, Players shall be 18 years of age or older.
2. Classifications include: 18 and over, 30 and Over.

## VII. COACHING REQUIREMENTS

1. All teams rostered with the MAHA and USA Hockey must have a head coach and team manager in good standing with the MAHA and USA Hockey. All teams must have a rostered head coach, assistant coach, or team manager present at all team functions who is responsible for the conduct of all team personnel. The Head Coach of each team must be so

designated on the roster at the time of each team's registration. Also reference USA Hockey rule 201.

2. Coaches and managers must be rostered at the same time as the players. Teams may roster additional team officials at any time. (See Section II., Registration and Rostering: Participants and Teams for required paperwork). Coaches and Managers can only be rostered on one team in an age/division classification at a time; *example*, rostering with a 13U (Bantam) A and 14U (Bantam) B is acceptable since these are different divisions.
3. Any Association or Club team with a head coach, assistant coach, or manager that formerly coached or managed in another Association or Club shall not be restricted on the amount of individuals from their preceding regular or post season team(s) pending the head coach, assistant coach, or manager has a signed letter from both the preceding and new association/club approving the move; submit both letters to the affected district(s); and receive approval from said district(s).

Where the above criteria are not met, the head coach, assistant coach, or manager that formerly coached or managed in another Association or Club shall not have a team with more than 50% of its players who played on a team coached or managed by one or more of those individuals during the preceding regular or post season.

4. Coaching Education Requirements.
  - a. Required Coaching Education Program Levels for Ice Hockey: All coaches must have the required certification level by January 1 of the current season unless earlier deadlines are established. All coaches must complete the online age-specific component PRIOR to rostering with their team in any season. All coaches must enter USA Hockey's Coaching Education Program at Level 1 and must continue their education with a coaching clinic each year until, at a minimum, they achieve Level 4. Coaches of 8 and Under players, as well as coaches of disabled hockey, may remain at Level 1 or other certification level, even if expired, until such time as they are coaching any older age level of play or something other than disabled hockey. A coach may attend only one (1) certification clinic per year.
  - b. Once Level 4 is achieved, coaches will need to complete 5 credit hours of continuing education within each subsequent three-year period.
  - c. In addition to the training in paragraph (a) above, coaches must also complete online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific component in any given season.
  - d. Effective in the 2022-23 season, Level 4 coaching certifications are valid for three (3) seasons, and Level 5 coaching certifications are valid for four (4) seasons, each as indicated by an expiration date. Before the expiration of their level, coaches must accumulate 5 credit hours of continuing offerings. The USA Hockey clinic listings will indicate all continuing Education Program retains the responsibility for defining continuing education credit values, including clinic or on-line course work.
  - e. Grandfather Clause- For those coaches who received Level 4 or Level 5 PRIOR TO January 1, 2021 and who are coaching or begin to coach after this date, any Tier I or Tier II teams will be required to do continuing education as required in (d) above)
  - f. Previous/Expired Certifications: Coaches with any expired certification will retain their previous certification levels provided the certification can be verified. Coaches will enter the certification system at that previous level and be subject to the certification guidelines as outlined above.

5. This chart outlines the progression for a new coach. Coaches with pre-existing certifications will enter the new program at their current certification level and must adhere to paragraphs 1. (a) and (b) above.

<b><u>Years of Coaching</u></b>	<b><u>Certification Requirements</u></b>
Year 1 (ex: 2022-23)	Level 1 clinic + age-specific module
Year 2 (ex: 2023-24)	Level 2 clinic + age-specific module if not previously taken for current age level, unless coaching 8U
Year 3 (ex: 2024-25)	Level 3 clinic + age specific module if not previously taken for current age level
Year 4 (ex: 2025-26)	Level 4 clinic + age-specific module if not previously taken for current age level
Year 5 (ex 2026-2027)	Coach may stay at Level 4, every 3 years, must obtain combined 5 CE credits. Level 5 clinic + age-specific module if not previously taken for current age level
Year 6 (ex 2027-2028)	Level 5 coaches, every 4 years must obtain combines 5 CE Credits.

6. Evidence of Level.

- a. It is the responsibility of the local Association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season, or earlier date as established by the MAHA, to attend a USA Hockey coaching clinic. All coaches must complete the online age-specific modules PRIOR to rostering with their team in any season.
- b. Prior to the start of each game, all coaches present are required to print their name legibly and sign the designated area of the score sheet in order to verify the accuracy of the playing roster, as it appears on the score sheet, for that game.

7. Penalty and Enforcement.

Any coach who does not achieve the certification requirements, or receive a temporary certification exemption card form USA Hockey, by December 31 will be ineligible to coach for the remainder of the season. It will be the responsibility of the local Association registering the team to enforce the national requirement.

8. Student Coaches.

a. Qualifications.

- 1) A player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.
- 2) Must attend a training session conducted by the local hockey Association or audit a Level 1 clinic (not required to pay nor will they receive certification credit).
- 3) Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- 4) May help out at practices, clinics, and try-outs only. (May not participate as a player in scrimmages or games when acting as a Student Coach).
- 5) May not act as a head coach or an assistant coach during practices or games.

- 6) May be on the bench during games with an adult. The Student Coach will count as one of the maximum of four Team Officials allowed on the bench.
  - 7) Must wear a helmet with full face shield, gloves, and skates while on the ice. Must wear a helmet during games while on the bench.
  - 8) May only work with players at least one full playing age level below the Student Coach (e.g. a 14U age player may act as a Student Coach at the 12U,10U, or 8U).
  - 9) The organization that is using the Student Coach must provide a form indicating the team on which he/she is participating as a Student Coach, and, if applicable, what team he/she is properly registered/rostered as a player. A model form is available on the usahockey.com website.
  - 10) Upon reaching the age of 18, the Student Coach must comply with the MAHA Background Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.
9. Safe Sport and Screening Policy.
- All USA Hockey coaches, and instructors (Includes independent contractors) will comply with the USA Hockey Safe Sport and Screening Policies. Failure to comply with the Safe Sport and Screening Policies will result in the forfeiture of coaching privileges in programs, at sites, or events under USA Hockey's governance.
10. Coaching Ethics Code.
- All USA Hockey ice hockey coaches (head and assistant) and instructors must abide by the USA Hockey Coaching Ethics Code and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance.
- All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coaching Ethics Code can be found online at usahockey.com under Coaches.
11. No coach, manager, or other team official, connected with a rostered team may directly or indirectly entice, influence, or contact a player on a rostered team without the written approval of the coach and/or manager of that team. Violation of this rule will result in a recommended suspension of not less than one year
12. All ice hockey coaches, instructors, 3rd party coaches, and independent contractors, whether they are on the official roster or not, that participate with registered USA Hockey youth, high school, disabled, girls/women's 19&under and below programs must wear an approved ice hockey helmet during all on ice sessions, including practices, controlled scrimmages and coach and referee clinics (seminars), with the exception of when a team official is tending to an injured player. Failure to comply will result in a 30-day suspension from all activities involving USA Hockey registered programs.
13. COACHING DIRECTOR (Formerly Association Coaching Education (A.C.E. Director).
- a. The USA Hockey Michigan Coach-in-Chief shall appoint an Associate Coach-in-Chief (Michigan Coaching Director) whose responsibility will be to assist and train Association Hockey Directors (also known as Coaching Director).
  - b. His/Her duties shall be, but not limited to:
    - 1) Serve as the communication link between the Coaching Education Program and the local Associations.

- 2) Ensure that each local Association has an individual in place to serve as the Hockey Director (also known as Coaching Director).
- 3) Promote age-specific skill development and encourage the implementation of the ADM.
- 4) Plan and conduct clinics to train Association Hockey Directors.
- 5) Assist Associations in establishing and maintaining a resource center with USA Hockey materials.
- 6) Deliver parent education to local Associations with the support of CEP personnel and ADM managers.
- 7) Shall appoint District Coaching Director, to work with local Associations in the district.

## VIII. Game Requirements

1. All USA Hockey Rules and Regulations apply to all games and practices.
2. Definition of a game:
 

The following conditions shall constitute a valid game:

  - a. When two registered teams occupy the same ice surface for the purpose of competitive play.
  - b. A game shall consist of at least three (3) periods of ten (10) minutes stopped time or fifteen (15) minutes running time, except where the game is interrupted, (by some unforeseen event) after two (2) periods have been completed. The game must be officiated by registered referees and with a completed and signed score sheet.
  - c. Once the teams commence play, this session counts toward the maximum game count for both teams regardless of the minutes played. (Completion of a game stopped due to a curfew only counts as one game in total.)
3. The following conditions shall constitute an invalid game:
  - a. When two registered teams occupy the same ice surface and compete without registered referees, with or without the clock and scoreboard, with or without coaches on the ice and without a completed/signed score sheet. Coaches and players for both teams are subject to suspension under Rules II., B., 1 and 2. This session does count toward the maximum game count for each team.
4. This rule is not intended to prohibit controlled practice sessions between teams in a single Association/Club only under the following circumstances: 1) an Association assigned split ice practice; 2) coaches are on the ice and using this as a teaching situation; 3) this takes place during the final portion of the practice session, not to exceed fifteen (15) minutes. This session does not count toward the maximum game count for the teams involved.
5. The authority for monitoring the game count of each team / player shall be vested with the appropriate District Council.
6. The number of games played by any player or team on one day in Michigan shall not be more than two (2) with a minimum of four (4) hours between the finish of the first game and the start of the second. This rule will be waived if a team is competing in both League playoffs and District or State Playoffs on the same day. Teams competing with teams from District 7 and District 8 may have the four-hour rule waived with the consent of each team's District Chairperson due to travel distances. Excludes all Adult games, leagues, and sanctioned

tournaments. The maximum of two (2) games in one day cannot be waived. Failure to comply with this rule may result in a recommended six (6) month suspension of the head coach.

7. All games played in the State of Michigan must utilize a score sheet with space for a team officials' signature and referees printed names and signatures. If the head coach is not present, the person on the bench that is responsible for the team for that game (*i.e.*: assistant coach) must denote themselves as the head coach. If the head coach appears after the start of the game, he/she must sign the score sheet prior to going on the bench and denote that he/she is the head coach.
8. No more than four (4) registered team officials in good standing will be permitted in the vicinity of the players' bench or will be allowed to coach or manage a team. Any violation of this regulation could result in the forfeiting of the game. A score of 0-1 will be recorded on the official game sheet(s) for all games if any game is forfeit.
9. Only players who are dressed and ready to participate in the game shall be identified on the official score sheet. Any player or coach serving a suspension or game misconduct penalty shall be identified by name, team, and jersey number on all copies of the score sheet prior to the start of the game as serving the suspension or game misconduct penalty. Players or coaches serving suspensions or misconducts are not allowed in the vicinity of the player's bench.
10. A registered team shall not play a non-registered team or a team under suspension by the MAHA or USA Hockey. (Reference paragraph V. C. 5.) for allowable play against high school/prep school varsity teams.)
11. All teams must have available an electronic USA Hockey Roster (the USA Hockey Form 1-T) or a paper copy of the Team Roster Form (USA Form 1-T) at all games. If a team is found not adhering to this rule the head coach shall be referred in writing to the proper District Council for action under Rule II. B.
12. A rostered team in any of the Youth and/or Girl's classifications may not occupy the same ice surface with an Adult team for the purpose of competitive play. Teams may be granted exceptions via a special event sanction approved by the USA Hockey Risk Manager for Michigan and/or the USA Hockey Registrar for Michigan.

## IX. Rules and Regulations for District and State Playoffs (Refer to the District and State Tournament Book)

1. Each season, MAHA shall conduct District Playoffs and State Championship Tournaments in the Youth, Girls', High School, and Adult age classifications. The Rules and Regulations governing eligibility and qualification for the District and National Championships are set forth in this Article IX. The MAHA State Playoff Committee shall approve a MAHA State Championship Tournament Guidebook, which shall be published and available on the MAHA website on or before September 1 prior to the following year's District and National Championships. Except as set forth herein, to the extent of any contrary information in the MAHA or USA Hockey Annual Guide, the State Championship Tournament Guidebook shall be the binding authority for the requirements, rules, regulations, operation and procedures of all MAHA District and State Championship Tournaments.
2. Eligibility for District and State Playoffs.

- a. To be eligible to enter the MAHA District and/or State playoffs, only teams rostered legally in Michigan and conforming to all USA Hockey and MAHA age classification, division classification and Registration Rules and Regulations are eligible to enter District Playoffs. Teams shall only be eligible in the age classification, category, and division in which they play the majority of their games prior to Districts or States.
  - b. All teams are eligible for District Playoffs in the District in which they are legally registered, as defined in paragraph a) above. The District Council, being the governing body for the District, shall have and exercise general control and authority over the affairs of the District as defined in MAHA Bylaw #6. The method of selection of eligible teams as candidates for District playoffs shall be determined by the District's Council. All teams will be notified by their District Council, in writing, before September 1, of any changes to the selection process. No notification is required if the selection process remains the same as the previous season, and, shall be considered as an established practice for the current season. A written copy of the selection process shall be kept on file with the District Chairperson.
  - c. Any team may apply to the State Playoff Committee for the granting of an exception if it is specifically allowed for in the MAHA Rules and Regulations. The request for exception must be in writing and it must first be submitted to the District Council by November 15 for the District in which the team is registered. The request for exception must be acted upon by the District Council and its actions evidenced by written endorsement upon the team request. The request must be submitted to the State Playoff Committee for final approval. The decision of the State Playoff Committee is final and cannot be appealed.
3. All players must be active players on the team they are registered with at the time of the District Playoffs, except in the case of an injured player.
  4. Number of Games for Eligibility
    - a. In National Bound Divisions, individual players must participate in ten (10) USA Hockey sanctioned games before the earliest of February 1<sup>st</sup> or before the regularly scheduled first game of District Playoffs with the team for which they will participate in District and State Playoffs. Players on teams in classifications that do not have District Playoffs have until their first game of State Playoffs to reach ten (10) games. For all Non-National bound divisions, the number of games is reduced to seven (7).
    - b. In order to qualify for State Playoffs, all National Bound teams must play at least seventeen (17) games in its classification, category, and division before the earliest of February 1<sup>st</sup> or before the regularly scheduled first game of District Playoffs, except for Girl's Classification and Non-National Bound teams, which must play at least fourteen (14) games in their classification, category, and division before February 1<sup>st</sup>.
    - c. Exceptions to a. or b. may be granted by the State Playoff Committee.
    - d. Teams formed and certified in Classifications approved by MAHA prior to the September 1 season start may have games counted toward fulfilling the 20/10 Youth, 14/10 Girls, 10/5 all high school divisions, requirement with the approval of the District Registrar.
  5. Authority of MAHA Tournament Directors and Referees
    - a. Under the supervision of the State Playoff Committee, in all District and State Playoffs the qualified and designated referees shall have sole authority of and responsibility for the enforcement and interpretation of the playing rules on the ice except as provided herein. The MAHA Director shall have sole authority and responsibility for all off-ice rules and regulations enforcement and interpretation. The Tournament Director shall have the sole

- authority, with the advice of the referee, to terminate play, determine resurfacing as set forth in these rules, and to decide if a game must be replayed and the manner of replay.
6. Each District will conduct Playoffs to determine the District entry into the State Playoffs. In the event the team representing the host association for States wins the District Playoff, the District Playoff runner-up shall represent the District.
  7. Teams participating in Districts, States, and Nationals are required to participate in all games associated with the respective tournaments. This includes, but not limited to, Districts play-in games and State runner-up games. Teams who choose to not continue their participation in games shall have their team officials suspended for a maximum of one year.
  8. Exceptions: Any exception to the rules outlined anywhere in Section X will be handled by the State Playoff Committee

## X. Referee: Duties and Responsibilities

1. It is the responsibility of the local USA Hockey Referee-In-Chief for Michigan to ensure that all referees used have been duly registered.
2. All score sheets must be signed by the referees who officiated the game and must have their USA number clearly printed. Failure to clearly print their USA number may result in suspension or other disciplinary action by the **USA Hockey Referee-in-Chief for Michigan**.
3. The **USA Hockey Referee-in-Chief for Michigan**, or the appropriate MAHA District Referee-in-Chief Supervisor of officials shall have the authority to suspend a referee up to ten (10) days without a prior hearing. The MAHA Officiating Disciplinary Committee shall have the authority to suspend a referee for a longer period of time after a hearing.
4. The USA Referee-In-Chief for the MAHA, or his designate, shall schedule referees for the MAHA State Playoffs with approval from the MAHA State Playoff Committee.
5. No Referee or Linesman shall officiate in a division within a tournament, District playoff or State playoff in which their father, mother, sister, brother, son, daughter, husband, or wife is a coach, manager, or player of one of the participating teams without:
  - a. Notifying the opposing team of this relationship.
  - b. Obtaining agreement to play the game from both teams, in writing, on the score sheet, prior to the start of the game. (In cases of tournaments or playoffs, this can be done on a blanket basis by all teams, in writing, prior to the start of play.)

## XI. Disciplinary Actions for Players, Team Officials, Leagues, or Others (except Referees)

1. Hearings on all matters of suspension may be conducted in the District in which the penalized player, coach, or team official was registered on the date the penalty was called or by the Match Penalty Coordinator. Upon receipt of notification of an incident involving possible or automatic suspension under these Rules or the USA Hockey playing rules for match penalties, a hearing shall be held in accordance with the rules of USA Hockey Bylaw 10 regarding suspensions and appeals. The Presiding Officer shall have the authority to appoint a temporary third member in the event of the unavailability of any member of the District Council. For the purposes of this Paragraph all "amateur hockey activities" shall include coaching, playing, refereeing and off-ice officiating at games or practices.

2. All match penalties must be reported by both the Referee and the Head Coach or League Director in place of Head Coach for Adult Leagues.
  - a. Within 24 Hours:
    - 1) The referee must report the penalty to his/her District Referee-in-Chief by phone or electronic device. The referee must also submit an official game report via the game report website.
    - 2) The Head Coach must report the penalty, within 24 hours following the incident by phone or electronic device to the District Council Chairperson where the player or team official is rostered.
    - 3) For Adult Leagues, the League Director must report the penalty including the player's complete name, address, phone, and email to the District Chair by phone or electronic device.
  - b. Within 48 Hours:
    - 1) The Referee must send an electronic copy of the original score sheet to the District Referee-in-Chief and the District Chairperson.
    - 2) The Referee must send the original score sheet to the District Chairperson of the affected district.
    - 3) The Referee must keep a copy of both the score sheet and game report for their records.
  - c. If the District Council Chairperson is unavailable, it shall be reported to another District Council Director in the proper District; (see list of District Directors and list of District Supervisor of Officials, MAHA Annual Guide).
  - d. The reporting referee shall personally attend or be represented at any hearing held concerning the penalty. Failure to comply may result in disciplinary action.
  - e. Violations of these rules may result in the suspension of the offending player, team official, or referee.
3. Any team that leaves the ice during the game in dispute of a registered referee's decision shall forfeit the game by a 1-0 score (regardless of the score at the time). The coach and/or manager of the team leaving the ice, shall be assessed a match penalty and be subject to a recommended suspension of not less than one year.
4. A player or team official receiving a match penalty is automatically suspended from all amateur hockey activities until a hearing is held by the District Council or Match Penalty Coordinator.
5. If, as a result of a hearing, the allegation of deliberate assault on a game official (referee, linesman, official scorekeepers, game timekeepers, penalty timekeepers, goal judges, statisticians, and public address announcers) is sustained, the player or team official shall be suspended for a minimum period of one (1) year, followed by probation for a period to be determined by the District Council.
6. All complaints of vandalism or destruction of public or private property by any player or team staff member shall be referred to their home District Council for disposition. If the home District Council finds that such vandalism or destruction was caused, it shall have the power to suspend players for a recommended minimum of one (1) year and staff members of the team for a recommended minimum of five (5) years. The District Council may, as a condition reinstatement of a player or staff member, require him or her to make reasonable restitution to the damaged property owner.

7. When a player, coach or manager receives a game suspension(s), he/she shall not be eligible to participate in the next game(s) that were already on the schedule of that team before the incident occurred.
8. The head coach of any team accumulating twelve (12) or more penalties during the same game, will automatically be suspended for the next game his/her team plays (USA Hockey - 404 misconduct penalties). If the head coach is not present at all during the game in which the team accumulates the twelve (12) or more penalties, the person on the bench responsible for the team (*i.e.*: who signed the score sheet prior to the start of the game) will be assessed the suspension.
9. A player who receives a game misconduct penalty will be suspended for one game. Upon receipt of a game misconduct, the player must immediately proceed to the locker room and either: a) remain in the locker room for the balance of the game, or b) dress and leave the arena premises.
10. The MAHA District Councils shall have the power to suspend any member for conduct detrimental to hockey either on or off the ice. Violation of the Bylaws, Rules and Regulations, and written policies of USA Hockey or The MAHA may result in disciplinary action.
11. Abusive or threatening words or action toward any Officer, Director, appointed Officer or Game Official of this Association, opposing Team Official, opposing player or spectator shall be considered ungentlemanly conduct and the District Council shall have the power to suspend such person(s) after conducting a hearing on such matter.
12. In order to preserve as far as possible, the integrity of amateur hockey, any recourse to the courts or legal action by a member or individual before all of the rights of the Bylaws and Rules and Regulations of this Association and USA Hockey shall have been exhausted, shall be ungentlemanly conduct entailing the immediate suspension and disqualification of any member or individual in accordance with USA Hockey Bylaw 10.
13. Any team personnel registered with another affiliate team of USA Hockey which plays in a Michigan League, receiving a match penalty in a game played in Michigan, is automatically suspended from all amateur hockey activities in Michigan, until a hearing is conducted in accordance with USA Hockey Bylaw 10. A. 3.
14. Any disciplinary circumstance not elsewhere covered in these rules will be assigned by the President or by the **MAHA Board of Directors** to the proper District Council for a hearing. In circumstances where multiple Districts are involved, the **MAHA Board of Directors** may conduct the hearing.
15. Any suspension or other disciplinary action imposed as a result of a hearing may be appealed. See USA Hockey Bylaw 10.
16. Failure of the parent/legal guardian(s) of any registered player to comply with the MAHA S.T.A.R. Hockey Program Parent/Legal Guardian Code of Conduct shall become the disciplinary responsibility of the District Councils where the parent/legal guardian's player is registered. District Council may refer matters back to the Association level when they deem appropriate. Upon resolution, all findings and actions are to be reported to the **MAHA Vice-President of Discipline**.
17. It is also highly recommended that the parent/legal guardian also view the MAHA S.T.A.R. Hockey Program video. This recommendation is especially important regarding parents who are new to the sport of ice hockey.

18. Unless otherwise stated in these rules, a minimum 30-day suspension is recommended for anyone who is found in violation of the MAHA rules as outlined in its annual guidebook.

## XII: Safe Sport / Abuse Prevention

1. The **Disciplinary** Committee shall include the MAHA legal counsel. The Committee shall promulgate the rules, procedures, and programs for the screening of personnel, receive allegations of physical and sexual abuse as defined below and suspend individuals after diligent investigations.

2. MAHA Screening Policy.

It is the policy of the MAHA that it will not allow participation in its programs any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by the MAHA before he/she is allowed to have routine access to children in the MAHA's programs. This policy includes coaches, referees, MAHA personnel, Association personnel, League personnel; any age of majority participant that comes in contact with minors within MAHA's programs and those persons who billet on a continuing basis. A person may be disqualified and prohibited from serving as a volunteer or employee of the MAHA if the person has:

- a. Been convicted (including crimes the record of which have been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes, controlled substance crimes or misappropriation of funds.
    - 1). For purposes of this policy, controlled substances shall include "mood altering substances" as shown below:
      - (a) Intoxicating beverages, including, but not limited to, alcohol.
      - (b) Non-prescription or prescribed controlled substances.
      - (c) Prescription or prescribed controlled substances when used to an excess in violation of doctor's orders, or to produce the state of intoxication in the participant.
  - b. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
  - c. Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.
  - d. Had their parental rights terminated.
  - e. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
  - f. Resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
  - g. Has a history of other behavior that indicates they may be a danger to children in the MAHA.
3. It is recognized that some youth players do leave home to play hockey in a location away from their parents. In those circumstances, the organization or team typically arranges for the player to live with a host or billet family. Having youth players live outside their homes

increases risk for abuse and misconduct to occur. It shall be the obligation of each team/association that arrange for players to live with billet families to have written policies and procedures in place to govern the arrangement. The team/organization must assign a billeting coordinator for each team that is billeting players. All non-Michigan billeted players must register with USA Hockey using their parent's home address. The billeting coordinator will be familiar and follow all rules set forth in the USA Hockey Billeting Policy located in the Safe Sport Handbook. The billeting coordinator for each team will report directly to the District Director in direct charge of his team. No billeted player can be placed on a roster without the District Director's approval. The District Director will provide a list of Billeted players to the MAHA Youth Vice-President. Billeting rules are in effect for Regular, Pre/Post and Spring Summer teams.

4. Definitions.

a. Sexual Abuse.

Sexual abuse is when A) the perpetrator touches a child for the sexual arousal or gratification of either the perpetrator or the child or when a child touches the perpetrator at the perpetrator's request or with his/her consent such as but not limited to touching a child's intimate body parts, touching the clothing over a child's intimate body parts, fondling, oral, genital or anal penetration (including kissing), intercourse, rape, having a child touch the perpetrator's intimate body parts. B) Any charge brought by governmental authority for solicitation on the internet, or other electronic or telephone devices, of a minor(s) for purposes of sex (an illegal or immoral act).

b. Physical Abuse.

Physical abuse is physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury or having physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury, including but not limited to hitting, swatting, twisting limbs, kicking, striking with an object, biting, poking, pushing, or shoving or forcing the victim into a barrier.

5. Any of the following named persons / positions who shall become engaged with the MAHA after August 1st shall immediately submit to a background screening. Participation in the MAHA is prohibited unless he/she has submitted the application.

a. Each coach, assistant coach, manager, referee, instructor, minor official, officers of all Associations and any volunteer or employee who has routine access to children (everyone under the age of majority) shall complete the online background screening application authorizing the **Disciplinary Committee** to obtain criminal history records from any governmental unit.

b. For coaches and managers, the background screening confirmation form shall be delivered to the USA Hockey Associate Registrar at the time the volunteer submits the team roster for certification. For all other Association/Club personnel, the background screening confirmation form shall be submitted to the Association/Club president. Referees are to submit their background screening confirmation form to their District Referee Supervisor.

6. If upon review of the criminal record of an individual by the **Disciplinary Committee** designee, there appears any of the crimes set forth in the abuse prevention policy, or misdemeanor convictions having a sexual nature, the designee shall forward the criminal record to the Chairman of the **Disciplinary Committee**. The Chairman shall forthwith notify the participant in writing, by certified mail, that he/she is disqualified and to immediately cease MAHA

participation. The Chairman shall advise the participant that he/she shall have five (5) days in which to request in writing a hearing to discuss the disqualification. Upon receipt of a request for hearing, the Chairman shall appoint three members of the **Disciplinary** Committee to discuss the circumstances of the criminal record with the participant. The three-member Committee shall notify the Chairman of the results of the hearing. The Chairman shall notify the participant. Only the Chairman and the three-member panel shall be made aware of the name of the participant. If the disqualification is sustained, the participant is disqualified from all MAHA/USA Hockey participation of every nature.

7. All allegations of sexual abuse shall be in writing and sealed and forwarded to the Chairman. There shall be no disclosure to any other person except the Chairman and his designees. The allegations shall be immediately forwarded to the applicable police department or other appropriate governmental authority and to the MAHA legal counsel. The Chairman, upon receipt of the allegations, shall notify the accused in writing that he/she is immediately disqualified from all MAHA/USA Hockey participation of every nature. The Chairman shall report the incident to the US Center for Safe Sport.
8. Allegations of physical abuse shall be reported in writing to the Chairman of the **Disciplinary** Committee. The participant shall not be suspended from MAHA activities. The Vice-President of **Discipline** shall appoint an investigator who shall determine the circumstances of the allegations. The Chairman shall report the allegations to the appropriate governmental agency. Upon report of the investigator, the Chairman shall appoint a three-member panel from members of the Committee who shall forthwith, after notice to all interested parties, hear the evidence and determine if the participant shall be suspended from MAHA participation. If the investigator determines that there are not sufficient grounds, he shall notify the Chairman, who shall notify the volunteer.
9. The proceedings shall be conducted with utmost confidentiality for the protection of the accused participant and the alleged victim. If allegations of abuse prove to be entirely unfounded or were submitted for any other reason than the prevention of abuse, the party submitting the allegations shall be suspended from MAHA activities.
10. It is the policy of the MAHA and USA Hockey that there shall be no hazing of any participant involved in any of their sanctioned programs, training camps, hockey clinics, coaches clinics, referee clinics, District, State and National tournaments or other MAHA / USA Hockey events by any employee, volunteer, participant or independent contractor.

Hazing Definition: Conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Any player, team official, executive member of a Team, Club or Association having been party to or having had knowledge of any degrading hazing, or initiation rite without reporting or taking action on it shall be subject to suspension from playing or holding office with any Team, Club, Association, or the MAHA

### XIII: League requirements

1. General League Requirements.

The following conditions shall constitute a commitment and obligation of a team to participate as a member team of a league:

- a. If an official of a team, or an authorized official of the program of which the team is a member, files an application for entry into a league in a situation where an application is

- the standard method used by that league over a period of years, and the application is accepted.
- b. If an official of a team, or an authorized official of the program of which the team is a member, pays an entry fee for entry into a league, in a situation where the payment of an entry fee is the standard method used by that league over a period of years.
  - c. If no answer is given to an application in two calendar weeks, the team may apply elsewhere.
2. A league consists of four (4) or more teams in the same age classification, category and division playing a regular schedule of games.
  3. A league must declare its age classifications and divisions before accepting entries from teams. Leagues may form checking and/or non-checking divisions in the 18, 16, and 14 and under classifications.
  4. No team may play in a Canadian League unless permission is secured in writing from the USA Hockey, the MAHA, the Ontario Hockey Association, and the Canadian Amateur Hockey Association.
  5. A Michigan team which has qualified in a Canadian League may apply to its District Council and the State Playoff Committee for permission to participate in District and State Playoffs.
  6. All teams from other USA Hockey Affiliates or Hockey Federations wishing to participate in a Michigan-based league, need their Affiliates or Federation's written approval submitted to the MAHA President and a copy to the League they wish to join, one week prior to the league commitment date. Permission is for each league's playing season. A copy of final approval must be sent to each USA Hockey Associate Registrar.
  7. The constitution, structure, policy, Bylaws, rules and regulations of Youth, Girls or High School leagues shall incorporate the following principles and policies:
    - a. All leagues comprised of teams from more than one Association, Club and/or Independent teams (excluding Adult Men and Women) must file a copy of its constitution and/or Bylaws with the MAHA President by October 1 of each year. Violation of this rule may result in non-sanctioning, suspension, or other action toward the league.
    - b. The President shall review league articles, constitution, Bylaws, and rules and if the President does not mail written comments to the league within thirty (30) days of receipt, the articles, constitution, Bylaws, and rules will be deemed approved. The President shall have the authority to require compliance with the above principles and policies and to recommend non-sanctioning, suspension, or other action toward the league to the **MAHA Board of Directors** for their approval.
    - c. The league's rules and regulations shall provide that:
      - 1) The League's rules incorporate USA Hockey and MAHA rules and regulations and playing rules and exceptions may vary from USA Hockey and MAHA rules and regulations providing they are more stringent and without major change with the exception of age classifications. Age classifications must be strictly adhered to, from 6U through 18U, High School and all Girls classifications, as defined in the MAHA Guide Section II and III., which will not be considered to be within the "more stringent" policy.
      - 2) If the league does not automatically permit all USA Hockey and MAHA qualifying teams to participate in the league in the appropriate classification within the league's geographic area, then the rules should clearly define eligibility criteria for all teams.

In such cases the rules should also contain procedures for teams to apply and a review or appeal procedure if the team is initially denied the right to participate in the league. The same rules should also apply to a league that admits Associations or sponsor organizations rather than individual teams. This requirement shall not prevent Tier I leagues from denying participation on the basis of teams not being competitive so long as there are criteria, application procedures and a review or appeal process set forth in the league's rules and regulations.

#### **XIV. Spring/Summer League**

1. All teams in spring and summer leagues and conditioning programs must complete an USA Hockey Team Roster Form (1-T). Players and Team officials not registered prior to the Spring/Summer season must register online through USA Hockey. Confirmation letters for all players and team officials must be presented to the Associate Registrar for approval prior to the start of any games.
2. Team Officials (Coaches, Managers, and locker room attendants) must provide proof of a Background screening and Safe Sport before participating with the team.
3. A player's obligation to his/her regular season team ends on April 30th of the current season, or when his/her regular season team becomes inactive prior to that date.
4. A player who is a member of an active regular season team may register and play in spring/summer leagues and conditioning programs if he/she has the written permission of his/her Regular Season team coach or manager.
5. A player's obligation to his/her Spring/Summer league or conditioning program ends with the completion of the league or conditioning programs schedule, or when he/she is released in writing prior to that date.
6. All Spring/ Summer leagues and conditioning programs must use the current playing rules of USA Hockey /MAHA.
7. Spring/Summer leagues and conditioning programs may have added special rules for their league, provided such rules are not contradictory to, or less stringent than the current USA Hockey /MAHA rules.
8. Spring/Summer Season league play may not start prior to the week of April 1st.
9. In all Youth divisions, a player may register and play with a maximum of two teams at a time in the Spring/Summer season.
10. Spring/Summer players must play in the USA Hockey age classification they will be in for the next Regular (winter) hockey season.
11. 19U girls and 18U youth are eligible to participate up until August 31 of the current season in the same age classification as the previous season.
12. All player or coach suspensions shall be served with the team with which the penalty was incurred. If the team the penalty was incurred with has ended its season, the player shall serve the suspension in his/her next game. Note: A player or coach receiving a match penalty is suspended from participating in any USA Hockey games and practices until a hearing is conducted.

## XV: Sanctioned tournaments

1. Definition of a Tournament.  
Competition, other than normally scheduled league or non-league games, where two or more legally registered teams compete in the same subcontracted arenas within a specified time frame and where playing fees are channeled to a specified person, organization, or location for the purpose of declaring a champion. Gatherings consisting of more than four teams, except Association exchanges, are responsible for those fees required by tournaments even though there are no winners declared.
2. All sanctioned tournaments shall be under the supervision and control of the MAHA President.
3. All sanctioned tournaments must declare their age and division classifications before accepting entries from teams.
4. All tournaments/**showcases** held in Michigan must secure a sanction and sanction number from the MAHA/USA Hockey **Registrar** before a tournament is advertised or promoted or any tournament fees collected. This shall be accomplished by filing an application online that includes the tournament information along with a copy of the rules and regulations and paying the current sanction fee as determined by the MAHA. The tournament sanction number must be displayed in all advertisements and fliers promoting the tournament. At the conclusion of the event, payment of the team fee as determined by the MAHA for each team participating in the tournament is required. The tournament host must complete an electronic form listing the teams that participated in the tournament. Both the list and the final payment must be made within two weeks of the tournament conclusion. A tournament host who fails to follow these procedures may be suspended from all tournament activity for a period of one year.
5. Any tournaments/**showcases** held in Michigan where individuals or groups of players compete together in a 3 on 3 or 4 on 4 tournament, must secure a sanction and sanction number from the **MAHA/USA Hockey Registrar** before a tournament is advertised or promoted or any tournament fees collected. This shall be accomplished by filing a copy of the rules and regulations of the tournament along with a sanction fee, as determined by the MAHA with the USA Hockey Registrar for Michigan. The tournament host must check to ensure all players are registered with USA Hockey. Acceptable proof is a copy of the current team roster the player is on. A copy of this information must be kept by the tournament director and submitted to the MAHA at the completion of the tournament if requested. A tournament host who fails to follow these procedures may be suspended from all tournament activity for a period of one year.
6. One of the requirements necessary for the MAHA sanction of tournaments is that only USA Hockey or CAHA registered teams and IIHF approved teams, be allowed to enter.
7. Only the Head Coach of any rostered team that participates in a non-sanctioned tournament shall be subject to a recommended suspension of one year. It is the responsibility of the team officials to ensure that the tournament has secured a sanction, and to record the sanction number before entering any invitational tournament.
8. Programs which fail to roster all of their member teams are not eligible to receive sanctions for any tournaments.
9. All tournament pairings and game times must be posted in all arenas in which any of the games are being played before the start of the first game of the tournament. No Youth

classification 18U or younger tournament game may be scheduled to begin later than 10:30 pm, or before 6:00 am. However, if properly scheduled games are delayed by circumstances such as injuries or overtime play, these scheduled games may be completed even if they would violate the above curfews.

10. Any team participating in Canadian Tournaments, Exhibition games or League games must complete the appropriate Canadian Travel Application form, via the MAHA web site, and submit it with a \$25.00 application fee. An individual application must be made for each tournament and team attending. For exhibition and league games, an application can be made for the entire season provided all games are listed on the initial application. If subsequent exhibition or league games are added an additional application must be applied for.
11. For tournaments, the number of games played by any player or team on one day shall not be more than two with a minimum of four hours between the finish of the first game and the start of the second and twelve hours between games played on consecutive days. Failure to comply with this rule may result in a two-year suspension of the tournament director. Any violations shall be reported to the **MAHA Board of Directors** for further action. Excludes Adult sanctioned tournaments.
12. Any team which enters a tournament which fails to appear on time for a scheduled game shall (1) forfeit all of its tournament games, (2) shall pay for all expenses, including but not limited to all referees' fees and all ice costs for each forfeited game and shall be denied entry in any further tournaments for the remainder of the season. In unusual circumstances, the tournament committee may waive this rule.
13. All teams, including but not limited to out of state teams, must place on file with the Tournament Director before the first tournament game, a copy of the Team Roster Form which has been approved, signed, and sealed by their USA Hockey or CAHA Registrar. If any team shall fail to comply with this rule that team shall forfeit all games until the proper signed and sealed team roster is presented to the Tournament Director. The team violating this rule shall remain obligated to and shall pay all financial obligations to all opponents for forfeited game costs and the league or tournament entry fees.
14. All travel teams not eligible for State Tournament Play (during the regular season) will not be approved for Canadian Tournaments or Exhibition Games.

## XVI: Awards

1. William Kellogg Memorial.

Mr. Kellogg was a former outstanding MAHA officer from Port Huron. The Kellogg family has donated a memorial plaque to be given to a member of the MAHA Board of Directors for outstanding achievement and dedication to amateur hockey. Each year the members of the **MAHA Board of Directors** will vote for whom they wish to merit this honor. Mr. Kellogg was selected the first honored member.

2. Carl Schwarz Award.

At each Summer Meeting, the Carl Schwarz Award is presented to the Immediate Past President.

3. Wes Danielson Award.

At each Summer Meeting the Wes Danielson Award recognizes an individual who, like Wes, overcomes a major handicap or diversity and continues to participate in or make a major contribution to ice hockey.

4. Earl G. Piper Award.

At each Summer Meeting, the Earl G. Piper Coach of the Year Award recognizes an individual who contributes significantly to the development of youth players.

5. Charles Autore Award.

At each Summer Meeting this award is presented to those persons who have completed five consecutive years in the **MAHA Congress**.

6. Larry Cain Award.

At each Summer Meeting this award is presented to those persons who have completed ten consecutive years in the **MAHA Congress**.

7. Gerald M. Conley Award.

At each Summer Meeting this award is presented to those persons who have completed fifteen consecutive years in the **MAHA Congress**.

8. John Vargo Award.

At each Summer Meeting this award is presented to those persons who have completed twenty consecutive years in the **MAHA Congress**.

9. Ralph Bammert Award.

At each Summer Meeting this award is presented to those persons who have completed twenty-five consecutive years in the **MAHA Congress**.

10. Lowell McCoy Award.

At each Summer Meeting, the Lowell McCoy Referee of the Year Award recognizes a referee who has contributed significantly to the development of young officials and excellence in his/her role as a referee.

11. Ray Kraemer Award.

At each Summer Meeting of the MAHA the adult player or participant who has been helpful in the promotion and development of adult hockey.

12. John Stansik Association of the Year Award. At each Summer Meeting of the MAHA, the MAHA Association who has contributed to the sport and helps grow the game.

13. Special Awards.

At each Summer Meeting of the MAHA those persons who have been helpful in the promotion and development of hockey in Michigan may be presented with a special MAHA award.

14. The Awards Committee will serve as the selection committee for the Summer awards.

15. Hat Trick, Zero and Playmaker awards will be awarded to those who earn them in the regular season, or State Playoff.

Games and National Tournaments, provide the roster of the team that has been registered with the USA HOCKEY Associate Registrar. A copy of the game score sheet must be submitted to the USA HOCKEY Associate Registrar. Score sheets will be returned by request. There is a limit of one of each award per player per season.



**MICHIGAN AMATEUR HOCKEY ASSOCIATION  
MEMBER ASSOCIATION AGREEMENT**

This Member Association Agreement (“Agreement”), by and between the Michigan Amateur Hockey Association, a Michigan non-profit Corporation (“MAHA”) and \_\_\_\_\_, a Michigan corporation/non-profit corporation (“Member”) for and in consideration of the mutual covenants and agreements herein contained, state as follows:

Whereas, MAHA is the designated Affiliate of USA Hockey, Inc. which is the National Governing Body for Ice Hockey, as designated by The United States Olympic & Paralympic Committee (USOPC), and pursuant to the Ted Stevens Amateur Sports Act of 1978 (“Sports Act”), as amended, and which is also the duly authorized representative of the International Ice Hockey Federation (IIHF). USA Hockey has the exclusive jurisdiction over the sport of amateur ice hockey as sanctioned by the USOC within the United States of America, and in the State of Michigan; and

Whereas, MAHA and Member wish to associate in the interest of developing and administering the sport of amateur ice hockey within MAHA’s geographical jurisdiction, as provided herein, and subject to the Articles of Incorporation, Bylaws, policies and procedures, regulations, playing rules and decisions of the Board of Directors of MAHA and USA Hockey, Inc.;

Now, therefore, intending to be legally bound hereby, MAHA and Member mutually covenant and agree as follows:

**I. JURISDICTION**

1.1 MAHA hereby grants to Member, subject to the limitations contained herein and applicable law, the status of a “Member Association” under MAHA to conduct certain of the affairs of MAHA, to assist in the governance of the teams and individuals that are participants in MAHA’s programs, and to regulate the sport of amateur ice hockey within the organizational structure of the Member.

Further, MAHA hereby authorizes the Member Association to do the following:

- A. To establish and adopt, subject to the prior written approval or the subsequent review of the Board of Directors, reasonable regulations governing the Member Association and the eligibility of membership.
- B. To assess and charge a reasonable fee to its individual members, in addition to the regular MAHA and USA Hockey fees;
- C. To operate fund-raising programs to support its functions as a Member of MAHA as may be permitted by USA Hockey rules and applicable law, which may include special charges on paid gate tournaments, games or events sponsored by the Member, as may be permitted by USA Hockey and/or applicable law;

- D. To perform and/or provide certain other authorized services or functions to promote and regulate the play of the sport of amateur ice hockey as a Member Association of MAHA.

1.2 MAHA hereby agrees that, subject to any rights and obligations it may have under the Sports Act, or the Bylaws or directives of USA Hockey, it will accept and recognize only those individuals and teams within the Member's organization, which hold and continue membership in good standing with the Member, subject to MAHA rules, regulations and policies. In accord with the jurisdiction herein granted, MAHA agrees to cooperate with and assist the Member in the administration of the play of the sport of amateur ice hockey within the Member's organization, when such cooperation and assistance is deemed necessary and/or advisable by Member and MAHA.

1.3 This Agreement establishes certain obligations of and grants certain rights to the Member as a Member of MAHA. MAHA acknowledges that the Member is and shall remain a separate entity with complete authority to conduct its affairs and programs, subject only to the express obligations and restrictions contained in this Agreement, the MAHA Bylaws, Policies, the MAHA Annual Guide and the requirements of USA Hockey. Member agrees to register all of its participants and teams with USA Hockey and MAHA in the manner prescribed by the appropriate USA Hockey district registrar.

## **II. BYLAWS AND/OR POLICIES WHICH MUST BE ADOPTED BY MEMBER**

2.1 Member, in consideration of the grant of jurisdiction in this Agreement, hereby agrees to adopt as official policy and/or By-Laws of its organization, the following:

- A. **MAHA PREEMINENCE.** The MAHA Member shall abide by and act in accord with the Articles of Incorporation and Bylaws of MAHA, all duly adopted and published policies, procedures, rules and regulations of MAHA, and decisions of the **Congress or** Board of Directors of MAHA, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Member. Further, Member (i) shall assist MAHA in the administration and enforcement of the provisions of the Bylaws, policies, procedures, rules and regulations and decisions of **the Congress or** Board of Directors of MAHA, within and upon its individual members and/or within its jurisdiction and (ii) agrees to be guided by the following core values of USA Hockey and MAHA:

**SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

**RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.

**INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

**PURSUIT OF EXCELLENCE AT INDIVIDUAL, TEAM AND ORGANIZATION LEVELS** - Each individual member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

**ENJOYMENT** - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

**LOYALTY** - We aspire to teach loyalty to the ideals and fellow individual members of the sport of hockey.

**TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

- B. **Indemnity.** The Member shall indemnify and hold harmless MAHA, its **Congress**, Board of Directors, and each **Representative, Officer or Director** thereof, councils and committees of MAHA and each committee member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA (“MAHA Indemnitees”) from any and all claims, liability, judgments, costs, attorneys’ fees, charges and expenses whatsoever, arising from the acts and omissions of the Member, except to the extent (i) that MAHA Indemnitees caused such claims, liability, judgments, costs, attorneys’ fees, charges or expenses by their own intentional acts or defaults or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations or decisions of the **Congress or** Board of Directors of MAHA. Further, the Member understands and acknowledges that Indemnitees have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this Agreement.

MAHA shall indemnify and hold harmless the Member and any and all Directors, Officers, and all other elected, appointed, employed or volunteer representatives of Member (“Member Indemnitees”) from any and all claims, liability, judgments, costs, attorneys’ fees, charges and expenses whatsoever, arising from actions and omissions of MAHA, except to the extent (i) that Member Indemnitees caused such claims, liability, judgments, costs, attorneys’ fees, charges or expenses by their own intentional acts or defaults or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations or decisions of (a) the **Congress**, Board of Directors or other authorized representative of MAHA or (b) compliance with requirements applicable to MAHA as a result of its status as an Affiliate of USA Hockey.

- C. **Duty of Loyalty.** By signing this Agreement, the Member acknowledges that there is a duty of loyalty to the MAHA and USA Hockey. The Member agrees that all staff members, including board members, officers, employees, volunteers, coaches (both paid and unpaid) will act in accordance of this duty of loyalty.

2.2 MAHA shall reasonably cooperate with Member in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require MAHA to incur any out of pocket expense not reimbursed by Member.

**III. ADDITIONAL PRINCIPLES WHICH MUST BE  
CONTAINED IN MEMBER’S BYLAWS OR OFFICIAL POLICY**

3.1 Member hereby understands and agrees that for Members that operate stand-alone ice hockey programs and do not own or operate rink facilities (such as youth hockey associations), the organization, structure, policy, bylaws and/or operation of Member shall reflect, and shall not violate, the following principles. Members who own or operate rink facilities and/or which do not separately account for their individual hockey programs shall, to the greatest extent practicable, operate their ice hockey programs in accordance with the principles in subsection A., F., H., I. and L. and, upon request from MAHA, provide information on their compliance with those principles:

- A. **Membership.** All USA Hockey/MAHA Registered Participant Members, as defined by USA Hockey, that are in good standing with the Member are entitled to the benefits of membership in Member or participation in Member’s programs.
- B. **Government.** The government and authority of the Member shall be vested in a Board of Directors (or similar governing body if Member is not a corporation) composed of at least three persons, as determined by the Member, selected through a democratic election process. The officers of the Member, whether elected by the membership or the Board of Directors, shall include at a minimum a president, vice president and secretary-treasurer. It is recommended that the terms of directors and officers be staggered.
- C. **Voting.** Each Registered Participant Member of the Member shall be entitled to one vote in the process adopted by Member for the election of its Board of Directors. The process adopted by Member for the election of its Board of Directors shall be based upon the premise that each Registered Participant Member shall be entitled to one vote. The manner of any voting by proxy, shall be stated in writing and shall be subject to the approval by the **MAHA Board of Directors**.
- D. **Annual Meetings.** Any action(s) or policy(s) adopted or requested to be adopted by the Board of Directors or the officers of a Member shall be reported to its membership, or their duly authorized representatives, at least once each year at a meeting called for such purpose, with notice and agenda of such meeting, along with published logistics and procedures, being given to all individual members of the Member no less than fifteen (15) days in advance of the holding of the meeting, which meeting shall be open to all individual members of the Member.
- E. **Financial Reports/Dues and Assessments.** Member shall provide to each of its registered individual members in good standing either at its Annual Meeting or

within sixty days of the close of its fiscal year, a written annual financial report of its ice hockey operations. Members that are exempt from Federal taxation as not-for-profit corporations may fulfill this requirement by complying with applicable Federal laws governing financial disclosure. MAHA's **Board of Directors or President** may request additional financial information as it deems necessary and **Member shall provide the reasonably requested information.** All dues and assessments by Member Associations shall be reasonable in relation to the programs it offers to its individual members.

- F. **Payment Policies.** Payment policies required of legal guardians or registered participants shall be clearly stated in writing and distributed to registered participants or their guardian(s) before any written contract is signed by a participant or his/her guardian(s). Member must enter into a written agreement with the participant/legal guardian. Once the established tryout date is reached, a non-refundable deposit may be collected at the time such a written contract is signed. In the event that a participant does not complete the full hockey season, and seeks from MAHA a release, the payment schedule below will be the guideline for determining the amounts a participant/legal guardian may owe:

**Associations Administering Tier II and Tier III Teams**

1. After written contract signed, but never participated in any activities - \$300
2. Through September 15 - 25% of total yearly fee
3. Through October 15 - 50% of total yearly fee
4. Through November 15 - 75% of total yearly fee
5. Through December 15 - 100% of total yearly fee

**Associations Administering Tier I Teams**

1. After written contract but prior to September 1 - 75% of total yearly fee
2. After September 1 - 100% of total yearly fee

If the player is requesting the release, to play for an identified Tier II or Tier III Association team in Michigan, the fee schedule for Associations Administering Tier II and Tier III Programs fee schedule shall apply to the release. MAHA will not consider contract provisions collecting player fees in excess of the guidelines as a basis for denying a release to play. Participants and/or legal guardians will also be required to pay in full for any equipment/apparel ordered for the benefit of the participant.

- G. **Publication of Constitution and By-Laws.** Member shall annually distribute to its registered individual members in good standing, or make available on its website, copies of its articles of incorporation or other governing documents, its by-laws with all amendments thereto and a roster of its Directors and Officers.
- H. **Equal Opportunity.** Member must provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to amateur

athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Sports Act, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin.

- I. **Grievance Resolution; Suspensions.** Member shall maintain a written procedure for the prompt and equitable resolution of grievances of its individual members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate in Member's programs. Such procedures may permit suspensions for nonpayment of fees due to Member. Copies of such procedures shall be made available to MAHA upon request. It is recommended Member adopt by reference the provisions set out in Bylaw 10 from the current USA Hockey Annual Guide. Member shall cooperate with duly appointed representatives of MAHA in administering and enforcing suspensions or other disciplinary action under (1) MAHA's Bylaws and Rules and Regulations; (2) MAHA's procedures for match penalty hearing assessments; and (3) MAHA's procedures for Safe Sport complaints.
- J. **Insurance.** Member agrees, at all times throughout the term of this Agreement, to be covered by the general liability insurance policy maintained by USA Hockey. Member shall be informed of the limits of that policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. Member retains the right to obtain whatever additional insurance coverage it may desire, at its own expense, but agrees to name MAHA/USA Hockey as additional insureds thereof. By purchasing and maintaining the aforementioned general liability insurance policy, MAHA does not assume, and indeed disclaims, any liability for any actions or omissions of Member. Member agrees to use reasonable efforts to purchase, acquire or provide, and maintain in full force and effect at all times, directors' and officers' liability insurance, and (to the extent such insurance is not obtained through USA Hockey) name MAHA/USA Hockey as additional insureds under any such policy.
- K. **501(c)(3) Status.** If it has so qualified, Member shall at all times during the term of this Agreement maintain its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, and shall cooperate with USA Hockey and MAHA in the event that USA Hockey and MAHA deem it advisable for Member to be included in a group exemption letter.
- L. **Safe Sport & Background Screening** Member shall adopt and enforce policies prohibiting child abuse, sexual misconduct, physical misconduct, emotional misconduct, bullying, threats, harassment, and hazing as described in the SafeSport Code adopted by the U.S. Center for SafeSport (the "Center") and the USA Hockey Safe Sport Program Handbook, each as may be amended from time to time. The Member will further adopt and enforce policies to incorporate protections to reduce the risk of potential abuse and misconduct as described by the Center and the USA Hockey Safe Sport Program Handbook (e.g., "One on

One Interactions Policy,” “Locker Room Policy,” etc.) as may be amended from time to time. All policies must meet the minimum criteria established by the Center and USA Hockey and must also meet the requirements of state or local law applicable to the Member. Member shall notify the MAHA President or his designee of any SafeSport report directed to the Member within 48 hours of receiving such report.

The Member shall also require that it and each of its Member Teams and Participants comply with the aforementioned policies, as well as all training, reporting, and investigation requirements described by the Center and the USA Hockey Safe Sport Program Handbook and shall comply with any audit conducted by the Center or USA Hockey regarding these Safe Sport requirements.

The Member shall require background screens for its Participants in accordance with the USA Hockey Background Screen Policy as described in the USA Hockey Safe Sport Program Handbook.

3.2 Members which are required to comply with all of the principles set forth in Article III, Section 3.1 of this Agreement shall adopt, either (1) in the form of amendments to its bylaws or (2) as official policy adopted by its Board of Directors or other governing body, with the form of such approval subject to the review and concurrence of MAHA, the foregoing principles set forth in Articles II and III of this Agreement by September 1. It shall be a condition of the continuation of the grant of Member status contained herein for Member to deliver, upon request, written proof of such adoption to MAHA. If Member does not adopt the foregoing principles as required herein, its individual members shall not be entitled to the benefits of membership in MAHA.

3.3 The MAHA Board of Directors, for good cause shown, may exempt a Member from compliance with any of the specific governance requirements imposed in Section 3.1 of this Article III. Any such exemption shall be set forth in an Addendum to this Agreement, which Addendum shall be executed by Member and MAHA.

#### **IV. TERM**

The term of this Agreement runs from September 1, to August 31, and automatically renews annually thereafter, unless (1) either party notifies the other of an intention to terminate the relationship set forth in this Agreement with or without cause no less than sixty (60) days prior to the end of the term provided for above; (2) the MAHA adopts an amendment to the Agreement; (3) Member, without obtaining authorization to continue as a Member from the MAHA Board of Directors, conveys over fifty (50 %) of ownership interest in the entity, merges with another legal entity or enters into a management agreement with a third party to operate the Member program(s); or (4) earlier terminated for breach as hereinafter provided. This Agreement terminates immediately upon Member’s notice or other action to dissolve as permitted by the Michigan Nonprofit Corporation Act, Business Corporation Act, or Michigan Limited Liability Act. Any Agreement executed after September 1 of any year will continue to observe August 31 as the end of the contract period. Should the Member unsuccessfully challenge a decision by MAHA to exercise its option to terminate with the required notice, the Member shall pay to the

MAHA any and all costs and expenses, direct or indirect, including reasonable court costs and attorney fees, incurred by the MAHA in defending any administrative or court action.

### **V. BREACH**

In the event that Member breaches any of the terms and conditions of this Agreement, or any of the Bylaws, Rules and Regulations or decisions of the **Congress or** Board of Directors of MAHA or USA Hockey (which provisions are incorporated herein by reference as though fully set forth herein), then MAHA has the right to impose sanctions pursuant to the appropriate Bylaws or duly adopted policies of MAHA/USA Hockey and/or terminate (subject to a 30 day right to cure) this Agreement and the status herein granted to Member according to any applicable requirements of USA Hockey Bylaw 10.

In the event that MAHA breaches any of the terms and conditions of this Agreement, then the Member Association has the right to terminate (subject to a 30 day right to cure) this Agreement and the status herein granted.

### **VI. MISCELLANEOUS**

A. **Notice.** Each party hereby designates (and agrees to notify the other party hereto promptly in the event of a change in such designation) the following official representative to whom notice should be given of any and all matters involving MAHA and the Member as provided for in this Agreement (and notice may be provided by electronic submission):

MAHA **Tom Berry** E-mail Address: President@maha.org

Title: MAHA President

Member \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Title: \_\_\_\_\_

B. **Amendment.** This Agreement may not be modified or amended during the term of the Agreement unless and upon condition that said modification or amendment is in writing, and signed by both parties hereto.

C. **Severability.** In the event that any article, section, or clause of this Agreement is declared illegal or void by a court of competent jurisdiction, then the article, section or clause so declared shall be deleted from this Agreement to the extent that it violates the law, or has been declared void. The remaining articles, sections and clauses remain in full force and effect throughout the entire term hereof.

D. **Entire Agreement.** This Agreement is binding upon both parties hereto, and supersedes all other agreements and understandings by and between the parties hereto.

E. **Governing Law/Forum and Venue Selection.** This Agreement shall be construed, administered, enforced and interpreted pursuant to the laws of the State of Michigan.

Any actions arising out of this agreement, and/or any disputes arising between the parties to this Agreement, shall be filed in the courts located in Kent County, Michigan.

In witness whereof, the parties hereto have caused this Agreement to be executed by their respective representatives on the date set forth below.

**MAHA:**

**MEMBER:**

Date:

Date:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



# **MICHIGAN AMATEUR HOCKEY ASSOCIATION**

## **FINANCIAL PROCEDURES MANUAL**

**Approved May 13, 2016**

# Procedures and Forms

**Section 1 – Handling of Cash Receipts**

**Section 2 – Handling of Check Receipts**

**Section 3 – Expense Reimbursement**

**Section 4 – Purchasing**

**Section 5 – Writing Checks**

**Section 6 – Bank Account Reconciliations**

**Section 7 – Record Keeping**

**Section 8 – Budget Process**

**Section 9 – 1099/W9's**

**Section 10 – Forms**

## **Special Notes**

- When using the document, if you have any questions or need further clarification, please contact the MAHA Treasurer.
- When the document refers to “Treasurer” this applies to the MAHA Treasurer as well as the 2-8 District Treasurers.
- When this document refers to “Secretary” this applies to the MAHA Secretary as well as the District 2-8 Secretaries.
- When this document refers to “Board of Directors” this applies to the MAHA Board of Directors.
- When this document refers to “Executive Committee” this applies to the MAHA Executive Committee.

# Section #1 – Cash Receipts Handling

From time to time it is necessary for our volunteers to receive cash as a means of payment. When dealing with cash receipts, it is very important to follow the procedures outlined below. This allows for proper record keeping and provides a paper trail in case there are discrepancies.

## Cash Receipt Handling Procedure

- If you receive cash as a payment, give a receipt to the person making the payment. Also please keep a copy of the receipt with the cash. Both copies of the receipt should be signed by both parties involved.
  - The receipt should document the date of payment, person making the payment, reason for payment, and amount of the payment.
- If you are seeing the Treasurer within 7 days, give the cash to the Treasurer along with the receipt.
- If you are not seeing the Treasurer within 7 days, go to your local financial institution and get a cashiers check or purchase a money order with your cash and mail it to the Treasurer. Make a copy of the cashiers check or money order for your records. If there is a fee to purchase the money order, take the fee out of the money being sent.

# Section #2 – Check Receipts Handling

Checks are the most common method of payment to MAHA. Checks are always preferred over cash payments as they provide more documentation.

## Check Receipt Handling Procedure

- All check payments should be made payable to MAHA or Michigan Amateur Hockey Association. Checks should never be made payable to an individual.
- The memo line should reflect the reason for payment. This allows for easier entry into the financial accounting software.
- Upon receiving a check as payment, make sure the numeric dollar amount on the check matches the written dollar amount on the check. Financial institutions will always go by the written amount.
- Once you have verified the dollar amount on the check, please create a statement to be given to the Treasurer. The statement must include date of payment; check number, who the check is from, and the purpose for the check payment.
- Make a copy of the checks for your records.
- Within 7 days hand deliver the checks to the Treasurer or mail.

# Section #3 – Expense Reimbursement

During the course of doing business, the MAHA realizes that our volunteers will need expenses reimbursed for mileage or goods/services purchased on behalf of the MAHA.

Reimbursable expenses may be for goods purchased, services, lodging, food/meals and mileage for the volunteer while conducting necessary and approved business on behalf of the MAHA.

## Lodging, Meals and Tips

- Reasonably priced hotel accommodations will be reimbursed for eligible trips. Reasonable meal expenses incurred during an eligible trip and customary and reasonable tips are also reimbursable.
- When paying for a group meal or entertainment all names of participants must be listed on the receipt.

## Non-Reimbursable Expenses

- Personal entertainment expenses; movies, games, health club, golf outings, alcoholic beverages (unless a reasonable charge as part of a covered meal) and other optional entertainment unless included and part of a meeting fee.
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Travel expenses for spouses are not reimbursable except where expenses are not separable i.e.. taxi fare, hotel room and MAHA does not incur additional expense.

## Mileage

Annually MAHA will review the official mileage rate set by the Internal Revenue Service to determine the MAHA mileage rate. The annual MAHA mileage rate will be set at the winter meeting for the next fiscal year.

## Reimbursable Process

- Please remember when on MAHA Business, you are expected to make your purchases as you would if they were your own personal expenses. As a volunteer of the MAHA you represent the organization, all expenses should be appropriate and in keeping with their goals of MAHA.
- The MAHA has tax-exempt status with several companies. When making a purchase please attempt to exclude Michigan Sales tax, understanding this may be unavoidable. The MAHA Tax ID Number is 38-2556088. Notify the cashier when making your purchase and taxes may be exempted. For large purchases call ahead to find out if any paperwork needs to be done ahead of time. We are already setup with

companies such as Staples and Office Max. Copies of the ID card for those companies can be found in the Chairpersons Workshop book.

- After making a purchase, complete the MAHA Expense Report and attach receipts for each item. All items must have receipts. When completing the report, document the reason for the expense so it can be properly classified in the accounting system.
- Always sign and date the expense statement.
  - Note: Even when scanning/emailing the statement and receipt, you must sign your expense statement before scanning it.
- Have the Expense Reports approved by an authorized individual.
  - Expenses Reports submitted to MAHA by a member of the Board of Directors (except President) are to be approved by the President.
  - Expenses submitted by the MAHA President are to be approved by the MAHA Audit Committee Chairperson.
  - Expenses Reports submitted to the District (except District Chairperson) are to be approved by the District Chairperson
  - Expenses Report submitted by the District Chairperson are to be approved by another District Director, not the Treasurer

Within 30 days of your expenses, hand deliver, scan/email, or mail to the authorized individual listed above who will approve them and forward to the appropriate Treasurer for payment. The Treasurer will scan a copy of the expense statement and all accompanying receipts into QuickBooks and attach them to the payment record.

## **Section #4 – Purchasing**

In 2011, the MAHA instituted a purchasing policy for goods and services to provide a more efficient and timely manner in which purchases can be made. This policy must be followed at all times unless otherwise determined by the Executive Committee.

In addition to his or her responsibility to purchase goods and services following the procedures explained in this manual, each volunteer remains accountable for the expenditure of the MAHA Funds in a manner that is necessary, appropriate, and in keeping with the MAHA Membership and their trust. All purchases made for the MAHA become the property of the MAHA. No purchase shall be made that is of a personal nature whether through the use of MAHA funds or with personal funds using the MAHA's purchasing power or name to receive favor from a vendor.

## **Splitting Purchases**

The purchasing system has been designed to expedite purchases by delegating more authority to the volunteer while maintaining the integrity of the competitive bidding process. Therefore, the practice of splitting purchases so as to eliminate a need to solicit written quotes, sealed proposals, and/or requiring the bid process will not be acceptable.

## **Charging Goods or Services to the MAHA**

Charging goods or services to the MAHA is a normal function of day-to-day business activities.

- When you charge goods or service always use the MAHA Corporate name and address:

MAHA or Michigan Amateur Hockey Association  
5007 Washington St  
Midland, MI 48642-3362

- The volunteer must use their last name as a purchase order number.
- Statements/invoices are to be mailed to the corporate address via US Postal Service or emailed to the treasurer's email address.
- A copy of the invoice will be forwarded to you by the Treasurer for payment approval and to verify the goods or services are received or are in process so payment can be processed and issued. Invoice must be returned with your approval by signing and dating the invoice with your approval. You should also include what the item is for and the account to be charged.
- The Treasure will scan a copy of the invoice and any accompanying documents into QuickBooks and attach them to the payment record
- The MAHA is a tax-exempt corporation under a 501(3) c designation and is exempt from Michigan Sales Tax. When making a purchase please attempt to exclude Michigan Sales tax, understanding this may be unavoidable. The MAHA Tax ID Number is 38-2556088.

## **Fixed Asset Records**

All MAHA fixed assets must be registered with the MAHA Treasurer. A tag will be issued and is to be fixed to the asset. The tag should note the asset number and in service date. This will help with accounting record keeping and inventory analysis.

# **Section #5 – Writing Checks**

When writing checks off of MAHA accounts, proper procedures must be followed. In addition, only authorized individuals should be signing MAHA checks.

## **The Ethics of Purchasing**

Volunteers authorized to make purchases for the MAHA are entrusted with funds that belong to the MAHA. These funds must be expended only for purchases specifically related to the delivery of services to the volunteers/membership as appropriated in the budget adopted by the Board of Directors.

## **Conflict of Interest**

Volunteers must follow the MAHA Conflict of Interest Policy. This Policy is available on the MAHA website.

## **Purchasing Procedures**

The use of the MAHA's purchasing process is critical to the effective, fiscally responsible operation of the MAHA. The process typically accounts for larger purchases of the MAHA's total budget.

An important part of the MAHA's purchasing process is the budgeting system, which consists of these planning steps:

- Identify the need
- Budget for expenditure
- Receive approval of your budget
- Evaluate the all options
- Select the best options
- 

Generally, the greater the expenditure the greater the need to perform these functions in detail.

The MAHA's purchasing process is structured to place as much responsibility as possible in the Volunteer purchaser's hands. As the dollar amount of an anticipated purchase increases, the specification and bid procedures become increasingly important, helping to ensure the effective use of the MAHA funds, maintain fairness and equity for all vendors, and provide documentation necessary to protect the individual making the purchase. The purchasing approval procedure also becomes increasingly formal, moving from the purchaser, to the Executive Board as the amount exceeds \$3,000.

## **Competitive Bidding Process— Purchase of Goods or Services Over \$5,000.00**

The use of the competitive bidding process is fundamental throughout the purchasing process of the MAHA. All purchases greater than \$5,000.00 must be competitively bid in a manner that is fair and in the MAHA's best interest. Competitive bidding is an effort to purchase at the lowest price that meets MAHA specifications. Therefore, the MAHA is not obligated to accept the lowest bid, if that bid does not meet specifications. Exceptions to competitive bidding may occur; these exceptions are identified in this manual. A minimum of three bids should be requested prior to making a decision.

## **Check Writing Procedures**

- Checkbooks should be maintained by the Treasurer and should be held in a secure location. They should not be left out where they can be stolen.
- Checks should be completed and signed as needed. Checks should not be prefilled and left to sit for extended periods of time. Only sign checks when they are needed, never in advance.
- Checks should only be written after an invoice or reimbursement form has been reviewed and properly authorized. Payments should not be made on statements, only invoices.
- Checks should always be made payable as noted on the invoice. Checks should never be written to "CASH".
- Checks at the MAHA Executive Committee level can be signed by the President, Treasurer, or the Secretary. Checks at the District level can be signed by the Chairperson, Treasurer, or MAHA Treasurer.
- Supporting documentation must be marked when payment is made with the check number and uploaded to QuickBooks.
- Voided checks are to be marked "VOID" and retained for accounting purposes.
- At NO time should checks be made out to cash or should cash be used to pay individuals or companies for their goods or services.

## **Section #6 – Bank Account Reconciliations**

A vital function of the Treasurer is the reconciliation of all bank accounts. Reconciliations help to detect unauthorized access to funds in a bank account, as well as help monitor liquidity levels. Without proper review, unauthorized access can go undetected.

In order to maintain a segregation of duties, reconciliations should be completed and reviewed by an individual separate of the check writing process. If it is not possible for an independent individual to complete the reconciliation, the reconciliations should at the very least be reviewed by an independent individual.

- Bank accounts will be reconciled on a monthly basis and in a timely basis using QuickBooks.
  - Reconciliations should be completed and reviewed within 30 days of the end of a month.
- Actual copies of monthly bank statements shall be forwarded to the Treasurer, and any other appropriate parties, after the reconciliation is complete.

# Section #7 – Tax Exempt Status/Miscellaneous Items

- The MAHA is a Michigan Corporation and has been awarded 501c3 status by the United States Internal Revenue Service.
- The MAHA is recognized by the State of Michigan as being exempt from State of Michigan Sales Tax.
- Both of these are important and vital to the operation and goals of the MAHA and must be protected at all times.
- The MAHA operates on a Fiscal Year beginning on May 1 and of each year and ending on April 30 of the following year.
- The MAHA currently uses QuickBooks online to record financial transactions. All transactions, including uploading of bills and receipts is to be done on QuickBooks online in a timely fashion.
- By keeping financial records on QuickBooks online, this allows our Treasurer and our Accountant access to our financial records 24/7. The actual documents are to be kept by the Treasurer for a period of 7 fiscal years.

# Section #8 – Budgets

The MAHA will follow the following budget process:

- QuickBooks shall be used for Budgeting.
- By December 15th of each year, the responsible person for the program or district shall receive a statement generated thru QuickBooks including total income/expenses for the previous fiscal year and total income/expenses for the first 6 months of the current fiscal year.
- By January 6th of each year, the responsible person for the program or district shall forward their budget for the next fiscal year to the treasurer using the proper budget format.
  - Document each Event, Program or Other expenses within you area
  - List each Event or Program separate and label accordingly so we can see the estimated expenses for each.
  - Add any additional expense categories you need to if the appropriate category has not been provided.
  - At the bottom of the sheet give us a brief description of your anticipated Events and Programs, including an estimate of the number of participants.
  - **Do not include use income to offset expenses. Just give us your expenses and we can calculate fees that need to be charged to cover expenses.**

- The Treasurer will forward the budgets on to the budget committee for review.
- By the MAHA Winter Meeting, the treasurer will prepare a budget for the next fiscal year for approval at the Winter Meeting.
- If the responsible person or district does not forward their budget to the treasurer by January 6th, the budget committee will create their budget for the next fiscal year.

## **Section #9 – Budgets**

- W-9 reporting is done on an annual calendar basis: January- December.
- A W-9 is required for:
  - All Purchases made from a person or vendor for goods or services (this includes legal and accounting services).
  - Purchases made from Corporations – (Incorporated, Inc. or LLC) –MAHA should request a W-9 in order to prove the incorporated status, as they can be excluded from the 1099 reporting requirement if we can verify the Corporation status.
- A W-9 is not required for:
  - Reimbursed expenses made to volunteers while conducting business on behalf of the MAHA
  - Purchases for goods or services made directly from Municipalities or Educational Institutions.

## **Section #10 – Forms**



# Michigan Amateur Hockey Association Policy & Guidelines

## Financial Dispute Policy

Section: Administration

Approved: January 20, 2017

USA Hockey amended Bylaw 10 in 2016 to address procedures applicable to a participant ineligibility determination based on a financial dispute made by a local program (i.e., XYZ Hockey Association). A local program may, pursuant to its internal procedures, determine that a participant that is delinquent in dues or fees owed to the program is not eligible to continue participating in the local program during such delinquency. If the USA Hockey Affiliate (such as MAHA) has a procedure in place, the local program may seek to apply the ineligibility determination throughout the Affiliate.

The Michigan Amateur Hockey Association (the MAHA) adopts this policy in an effort to comply with USA Hockey Bylaw 10 and is applicable in any instance in which a local program desires to cause a player to be ineligible throughout the MAHA. The local program must demonstrate the following if it seeks to apply an ineligibility determination based on participant delinquency in dues or fees throughout the MAHA:

1. The local program must have written internal procedures in place adopted by its Board of Directors or, if applicable, managing entity and provide the adopted written procedure to the applicable MAHA District Chair.
2. At a minimum, the local program must deliver a written notice to the participant or his or her legal guardian that (i) describes the nature of the delinquent fees, (ii) states the amount due and owing to the local program, (iii) advises that the participant or his or her legal guardian must notify the local program in writing within 30 days of receipt of the notice if there is an objection to the financial obligation, and (iv) advises that, if the full amount is not paid within the 30 day period, then the local program may in its discretion seek to enforce the financial obligation and have the participant deemed ineligible throughout the MAHA. Delivery of the notice may be made by first class mail or other delivery of service or electronic mail in the discretion of the local program.
3. The local program and the participant (or his or her legal guardian) are encouraged to try and amicably resolve the disputed amounts during the 30 day period. If the local program and the participant (or his or her legal guardian) enter into a written agreement to resolve the debt and make provisions for payment within the 30 day period, then the participant remains eligible to participate in the local program and/or all USA Hockey programs.



# Michigan Amateur Hockey Association Policy & Guidelines

## Financial Dispute Policy

Section: Administration

Approved: January 20, 2017

4. If the amount claimed has not been paid and there is no written agreement at the expiration of the 30 day period, and the local program has not received written notice from the participant or his or her legal guardian that it disputes the financial obligation, then the local program may request that the MAHA deem the participant to be ineligible to participate in any program with the MAHA. The local program shall make this request to the MAHA President or the MAHA VP of Appeals within 10 days of expiration of the 30 day period. The MAHA representative shall then have the right to request documentation to substantiate compliance with Paragraphs 1 through 3 of this Policy. If satisfied that the local program has followed the applicable procedures, then the MAHA would extend the ineligibility of the participant throughout the MAHA and report that determination to the MAHA Registrar. The MAHA Registrar shall not register that participant in any MAHA program, including Development Camps, Select Tryouts and other similar activities, or team roster unless otherwise instructed by either the MAHA President or MAHA VP of Appeals.
  
5. If the amount of the financial obligation has not been paid or otherwise resolved, and the local program has received written notice from the participant or his or her legal guardian that it disputes the financial obligation, then the local program may seek to extend the ineligibility of the participant throughout the MAHA. The local program shall make this request to the MAHA VP of Appeals within 10 days of receipt of written notice from the participant or his or her legal guardian disputing the financial obligation and provide proof of compliance with Paragraphs 1 through 3 of this Policy, and copy the participant (or his or her legal guardian) on this request. The local program shall also identify the steps taken or to be taken to affirmatively enforce the obligation (file a small claims action, send to a collection agency, etc.). The participant (or his or her legal guardian) shall have 10 days from receipt of the local program's request to file a response and state why the request for ineligibility should not be extended throughout the MAHA. This response should be a complete and comprehensive document that includes all materials the party wishes to be considered. The response shall be served on the MAHA VP of Appeals and the local program.

If the Financial Disputes Committee grants the local program's request, then the MAHA would extend the ineligibility of the participant throughout the MAHA and report that determination to the MAHA Registrar. The MAHA Registrar shall not register that participant in any MAHA program or team roster unless otherwise proof of the disputed payment is received and/or instructed by either the MAHA President or MAHA VP of Appeals. Any determination by MAHA that the participant is ineligible throughout the MAHA shall not be a determination that the debt is owed or the amount of such debt, but only limited to the determination that the participant is ineligible based on the existence of a disputed debt.



# Michigan Amateur Hockey Association Policy & Guidelines

## MAHA Privacy Policy Relating to Social Security Numbers and Other Sensitive Data

Section: Administration

Approved: 11/5/2010

It is the policy of the Michigan Amateur Hockey Association (MAHA) that it will not allow participation in its programs any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by the MAHA before he/she is allowed routine access to children in MAHA's programs. The MAHA, in the course of accessing the requisite criminal history records relating to a coach, assistant coach, manager, referee, instructor, minor official and officers of all associations may collect and maintain social security numbers and/or other sensitive data. The MAHA may also obtain other sensitive data in the ordinary course of its business and as required by law. The MAHA will handle social security numbers and other sensitive data with a high degree of security and confidentiality.

In an effort to protect the privacy rights of individuals that provide social security numbers and/or sensitive data to the MAHA, the MAHA will:

- ensure, to the extent practicable, the confidentiality of social security numbers and other sensitive data;
- not unlawfully disclose an individual's social security number or other sensitive data;
- not place social security numbers or driver's license numbers on identification badges;
- limit access to records and record systems containing social security numbers or other sensitive data to those who have a business related reason to know this information; and
- dispose of records containing sensitive data, when necessary, in a responsible manner that minimizes risk that the sensitive data can be accessed inappropriately.

Social security numbers will not be publicly displayed, used as an account number or identifier for an individual; or used, transmitted, or stored on records that are not encrypted or secure. The MAHA will physically destroy documents that contain social security numbers but need to be discarded by shredding or other secure fashion. When no longer needed, social security numbers stored in a computer database will be deleted from all programs pursuant to techniques and standards commonly used for such purposes.

The MAHA Executive Board, the Abuse Prevention Committee and the MAHA legal counsel have the right to access records containing sensitive data. Authorization to access sensitive data will be based on appropriateness to the authorized user's role and the intended use. This policy applies to the records or record systems purchased, developed, and maintained by the MAHA.

It is the MAHA's intention to comply with this policy and with all applicable laws regarding the privacy of social security numbers, including MCL 445.81 et. seq. Corrective action will be taken in the event of intentional violations of this policy. Such action may include the amendment of a process, practice, record or record system to better protect the confidentiality of social security numbers or other sensitive data or, if appropriate, disciplinary action. Loss or theft of social

## ***Definitions***

### **Authorized User**

An authorized user is anyone determined by the MAHA Executive Board to carry out the background screening process or any other process that utilizes sensitive data required under the MAHA Rules and Regulations.

### **Records**

A record is any document, file, computer program, database, image, recording, or other means of expressing fixed information.

### **Record Systems**

Record Systems are manners of storing, disseminating, or organizing records and include computers, on-line storage, telephone lines, voice mail, fax machines, and filing cabinets.

### **Sensitive Data**

Sensitive Data refers to any data whose unauthorized disclosure may have a significant adverse effect on the MAHA's reputation, resources, services, or individuals. Data protected under federal or state regulations or due to proprietary, ethical, or privacy considerations may be classified as sensitive. Social Security numbers and driver's license numbers are considered sensitive data.



# Michigan Amateur Hockey Association Policy & Guidelines

## Whistleblower Policy

Section: Administration

Approved: 1/20/2012

This Whistleblower Policy of the Michigan Amateur Hockey Association (“MAHA”): (1) encourages the MAHA officers, directors, council members and other volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the MAHA; (2) specifies that the MAHA will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The MAHA encourages complaints, reports or inquiries about illegal practices or serious violations of the MAHA’s policies, including illegal or improper conduct by the MAHA 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 MAHA has existing complaint mechanisms should be addressed under those mechanisms. This Policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
  
2. **Protection from Retaliation.** The MAHA prohibits retaliation by or on behalf of the MAHA against officers, directors, council members or other 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 MAHA 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 whistleblower 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 MAHA President or Executive Vice President immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the MAHA Attorney. The MAHA will conduct a prompt, discreet, and objective review or investigation. Officers, directors, council members or other volunteers must recognize that the MAHA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.



# Michigan Amateur Hockey Association Policy & Guidelines

## Record Retention Policy

Section: Administration

Approved: 1/20/2012

### Purpose

The Michigan Amateur Hockey Association (“MAHA”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations. Accordingly, the MAHA shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

From time to time, the MAHA President or MAHA Attorney may issue a notice, known as a “legal hold” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the MAHA Attorney.

### 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
Audit Reports	Permanent
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	7 years from date of filing
Trial Balances (Annual)	Permanent

#### Bank Records

Bank Reconciliations	7 Years
Bank Statements	7 Years
Canceled Checks	7 Years
Checks for Capital Purchase & Important Contracts	Permanent
Electronic Payment Records	7 Years
Petty Cash Vouchers	



# Michigan Amateur Hockey Association Policy & Guidelines

## MAHA Records Access Policy

Section: Administration

Approved: 1/20/2012

### Request for Access to the Books and Records of the MAHA

I, \_\_\_\_\_, Director / Member, request access to the following records and / or written documentation:

(Please describe in detail the information sought)

---

---

---

---

**This information is requested for the following reason(s):**

(Please specify the reasonable purpose for seeking the requested information)

---

---

---

---

Date you expect to receive this information: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_



# Michigan Amateur Hockey Association Policy & Guidelines

## Team Financial Statements

Section: Administration

Approved: 8/29/2015

It is the preference of the MAHA that each team provides a monthly accounting of cash flows to the parents or guardians of the players on the teams' roster.

There are several financial models used in Michigan for financing youth hockey teams, the most common of which are single fee participation and pooled financial resource or monthly ice bill financing.

In the case of single fee participation, mostly used in house / recreational team financing, an affiliate Association will advertise their program as having an annual or seasonal fee of a set amount. This amount can be billed and paid in a lump sum or in several payments. Regardless of the number of payments, there is written expectation of what the fee includes and the parent / guardian of the player will be responsible of paying that fee for their child to play hockey in that Association for the season. In these cases, there is no need for a monthly accounting of cash flows as the uses of cash payments has been spelled out prior to any payment being collected. Should there be a deviation from what was promised and what is actually received either in ice time or some other significant expense, this deviation should be explained by the Association Board of Directors to all affected participants.

In the case of pooled financial resources combined with monthly ice bill financing, used mostly (but not exclusively) by Tier I and Tier II hockey teams, a budget is presented prior to the start of the season. This budget is a plan for expenses and gives the parents of the team players an expectation of their annual cost and what that cost covers. During the season, team management is to provide a monthly schedule of cash in-flows and out-flows and, compare those figures to the budget amount. This can be done in many forms, but a template is provided, on the MAHA website, with instructions for its completion. To be clear, even though the report is a schedule of "cash" flows, NO payments are expected to be made in cash; and, a detailed receipt is to be retained to support all payments made. The resulting monthly report should be distributed to the parents of the team members and to the Association Board of Directors, with a copy of the bank account statement for that month, for review. This report should be available to these recipients by the 10<sup>th</sup> of the month, or at least prior to the date any future payment is expected.



# Michigan Amateur Hockey Association Policy & Guidelines

## Conflict of Interest & Confidentiality Policy

Section: Administration

Revised 7/7/19

It is in the best interest of the Michigan Amateur Hockey Association ("MAHA") to be aware of and properly manage conflicts of interest. This Conflict of Interest Policy ("Policy") is designed to help board members, staff and volunteers of the MAHA identify situations that present possible conflicts of interest and to provide the MAHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This Policy is intended to supplement but not replace any state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. **Conflicts of Interest Defined.** In this Policy, a person with a conflict of interest is referred to as an "Interested Person." For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, staff or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the MAHA for goods or services.
- b. A director, officer, staff or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the MAHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the MAHA.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the MAHA. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the MAHA are not compromised by the personal interests of stakeholders in the organization.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the MAHA.

2. **Definitions.**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the MAHA or a major donor to the MAHA or anyone else who is in a position of control over the MAHA who has a personal interest that is in conflict with the interests of the MAHA.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.



**MICHIGAN AMATEUR  
HOCKEY ASSOCIATION™**

# Michigan Amateur Hockey Association Policy & Guidelines

## Conflict of Interest & Confidentiality Policy

Section: Administration

Revised 7/7/19

d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the MAHA is not a Contract or Transaction.

### 3. Procedures.

a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board or committee members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board or committee discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

f. Interested Persons who are not members of the Board of Directors of the MAHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the MAHA's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the MAHA President or the MAHA Executive Vice-President, who shall determine whether full discussion before the applicable board or committee is warranted or whether there exists a Conflict of Interest that is subject to this policy.



# Michigan Amateur Hockey Association Policy & Guidelines

## Conflict of Interest & Confidentiality Policy

Section: Administration

Revised 7/7/19

4. **Confidentiality.** Each director; officer; member of a committee or similar body; member of a task force or similar ad hoc committee; member of the MAHA 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 MAHA, shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of the MAHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of the MAHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

### **Types of Confidential Information**

The following types of information received by a Interested Person in the performance of his or her responsibilities as a Interested Person shall be treated as confidential unless otherwise determined by the board of directors of MAHA:

- Information regarding the appointment or termination of employees.
- Disciplinary information related to a participant, referee or other individual.
- Employee evaluations and compensation.
- Information about contractual relationships with third parties.
- Financial information not otherwise available to the public.
- Membership data, including any identifying or contact information for any member of MAHA/USA Hockey, or within MAHA/USA Hockey's records or database(s).

The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

5. **Administration of Policy.** Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.  
a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.  
b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

6. **Acknowledgement of Conflict of Interest Policy.** The undersigned hereby acknowledges that he or she has read the MAHA Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the Policy, and understands and agrees to comply with the Policy. Any person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanction as MAHA determines is appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please identify any relationships, positions or circumstances in which you are involved that you believe could



# Michigan Amateur Hockey Association Policy & Guidelines

## MAHA Bid Policy for Purchases of \$10,000.00 and Greater.

Section: Finance

Approved: July 9, 2010

### **MAHA Bid Policy for Purchases of \$10,000.00 and Greater.**

All Michigan Amateur Hockey Association Purchases in the amount of ten thousand dollars (\$10,000.00) must request a minimum of three (3) bids. Upon receipt of the bids within the timeframe placed on the bid sheet the appropriate Committee or Board will vote on which bid to accept. All bids and a statement by the Committee Chairperson as to why that bid was chosen if not the lowest bidder must be submitted to the MAHA Treasurer and kept on file.

If any MAHA member or voting Director is involved in the bid process or, has any conflict of interest due to relations, or themselves profiting from the chosen vendor they must fully disclose this and recuses themselves from voting on the issue.

From time to time, the Bid Process may prove to be impractical due to limited providers or time constraints. When in the best interest of the MAHA Bids are not practical, the Bid Process may be waived by a majority vote of the executive committee.

Bid proposals for purchase of or contracts for professional services shall not be required, however, will require a majority vote of the executive committee prior to execution.

The Michigan Amateur Hockey Association reserves the right to reject any or all bids or waive irregularities therein.



**MICHIGAN AMATEUR  
HOCKEY ASSOCIATION™**

## **Michigan Amateur Hockey Association Policy & Guidelines**

### **Locker Room Policy**

Section: SafeSport

Approved: 9/28/2014

#### **Locker Room Attendants:**

It is the Policy of USA Hockey that all Affiliates, Districts, Leagues, and Local Hockey Programs have at least one (**MAHA Recommends Two**) responsible adult(s) monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room, and to supervise locker room conduct. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach. Further, Responsible Adults (must have completed SafeSport training and the MAHA background check) must personally monitor the locker room environment while players are present and also make sure the locker room is appropriately secured during times when players are on the ice.

Associations/Clubs and/or Coaches found in violations of this policy shall be sanctioned in the following manner:

- 1) 1<sup>st</sup> offense; a one game suspension to the head coach
- 2) 2<sup>nd</sup> offense; a warning to the Association/Club and a one week suspension to the head coach
- 3) 3<sup>rd</sup> offense; the head coach and Association/Club representative shall attend a hearing which may result in further sanctions up to and including fines, suspensions and/or removal of an associations good standing within MAHA.

Teams, Leagues and Local Hockey Associations shall also comply with the USA Hockey Co-Ed Locker Room Policy. Please refer to the USA Hockey Guide Book under "Policies".

USA Hockey and MAHA have taken a very hard stand on this and consider the monitoring of Locker Rooms a Critical Responsibility of Adults in providing a safe environment for our players. We have had hearings within MAHA because of violations of this rule, which could have been prevented had this policy been followed. **Associations are being advised to have written policies in place that can be enforced regarding the monitoring locker rooms.**



## **Michigan Amateur Hockey Association Policy & Guidelines**

### **Individuals on the ice after a Championship Game**

Section: State Playoffs

Approved: 8/9/2015

It is a policy of the Michigan Amateur Hockey Association (the MAHA) and USA Hockey, Inc. (USAH) that only those individuals registered as players or coaches are generally allowed on the ice surface either before, during, or, after a hockey game, specifically, but not limited to, after a Championship Game, whether that game is part of an Invitational Tournament, a League Playoff, a District Playoff, or a State Playoff.

No one other than those rostered players and coaches are allowed on the ice after the game and before, during, or, after the award presentation.

This does not apply to MAHA or USAH officials and credentialed members of the press.



# Michigan Amateur Hockey Association Policy & Guidelines

## Invitational Tournament Deposits

Section: Tournaments

Revised: April 18, 2023

### Invitational Tournament Deposits

As per MAHA rule XVI. 4. tournament sponsors are required to make a deposit/payment of \$350 to secure a tournament sanction.

- Once a tournament is sanctioned, and the sanction fee is paid to USA Hockey. This fee is non-refundable.
- Since sanctions payments are non-refundable, the following policy will be in effect in case tournaments are cancelled.
  - A cancelled tournament can be moved to a different date, provided the tournament is still in the same season and is still the same type of tournament for the same age levels.
  - Deposits cannot be transferred or applied to another tournament that has already been sanctioned for the season.



# Michigan Amateur Hockey Association Policy & Guidelines

## Billet Policy

Section: Youth

Revised: July 11, 2025

It is recognized that some youth and junior hockey players leave home to play hockey in a location away from their parents. Having Minor Athletes live outside their homes increases risk for abuse and misconduct to occur. “Billeting” means an arrangement where a Minor Athlete lives away from his/her parent(s) or legal guardian(s) in a private family residence arranged or coordinated by a Member Program and meeting the requirements described in this Policy. “Billet” refers to the host adult(s) and family with whom the athlete lives. All organizations and teams that arrange for players to live with billet families shall have written policies and procedures in place to govern the arrangement. All billeting policies and procedures shall be provided to the player’s parents in advance of placing the player with the billet and shall meet the following requirements:

- Billet families and the player and player’s parents shall all sign an agreement with the Member Program and/or team that they will comply with the terms and conditions of the Billet Policy, the USCSS Code and the USA Hockey SafeSport Handbook.
- MAHA strongly recommends that where the player is billeted, the player’s parents shall sign and provide at a minimum a Delegation of Parental Powers (Guardianship is also acceptable) to the billet family adults to allow for them to make emergency medical and schooling decisions. (Example attached)
- Each Member Program or team shall have a billet coordinator who shall be responsible for overseeing compliance with the Billeting Policy, the USCSS Code and all USA Hockey SafeSport Policies.
- No more than two players may be housed with any one billet.
- Owners, coaches, team/program management, (this includes paid/non-paid hockey directors, paid/non-paid skills coaches) board members and staff are not allowed to host or billet players.
- Minors must be placed with a billet family and may not reside in an apartment or home solely with other players. Players that are 18 years of age or older and living in a parent owned/rented condo/apartment/house, still need to be identified and the Member Program needs to show where they are from and where they are living. Again, the Member Program making those arrangements, needs to monitor them.
- All adults living in the household of the billet family must be registered with USA Hockey, screened in accordance with the USA Hockey Screening Policy, and must complete the SafeSport Training. Proof that these requirements have been met must be received by the team’s billet coordinator prior to the player moving in with the family.
- When making arrangements for players who are or will turn 18 to stay with a host family, the Member Program must still follow the billet protocol of having families screened and trained. The only thing the Member Program would not need is the power of attorney or guardianship and the “Dual Relationship Exception to MAAP, Annual Consent Form” if the player is over 18.
- It is strongly recommended that all billet families be two-parent homes. However, single parent billet families may be acceptable, but the organization or team shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the USA Hockey Safe Sport Policies.



# Michigan Amateur Hockey Association Policy & Guidelines

## Billet Policy

Section: Youth

Revised: July 11, 2025

- Adherence to the limitations on one-on-one interactions between an adult Billet and a Minor Athlete should be practiced whenever possible but may not always be practical in all situations in a billet household. For instance, such interactions may be unavoidable in “common” areas of the household such as living rooms, kitchens and dining rooms. However, there shall be no one-on-one interactions between the adult Billet and a Minor Athlete in any “private” areas of a billet home, including any bedroom, bathroom, or any other similar “private” area. The billet athlete’s parent/legal guardian must provide written consent annually prior to the Minor Athlete moving into the billet home that addresses any such one-on-one interactions. That written consent must be kept with the billet coordinator for the duration of the consent. (Example 1 Attached)
- The Member Program’s/team’s billeting policy shall include requirements that, annually and prior to the placement of the player in the billet home, the billeted player must take the course titled “SafeSport for Youth Athletes (Ages 13-17)” and that player’s parents/legal guardians must take the course titled “Parent’s Guide to Misconduct in Sports,” both offered free of charge by the Center. The billeted player is not required to take this training if the player is already required to take the Core SafeSport Training.
- The policy shall also require that the parent/guardian of the billeted player provide the required written consents for transportation by the adults in the host family. (Example 1 Attached)
- The Member Program or team shall have a mandatory curfew for all billeted players. The host family may have an earlier curfew.
- Players must agree to comply with the house rules of the billet families, including curfews, chores/ cleaning, telephone usage, etc. Complaints about unusual rules shall be addressed with the Member Program/team billet coordinator.
- Players shall not stay overnight at any other home except with the permission of the player’s parents and advance notification to the billet family and Member Program or team billet coordinator.
- Players are not to drive billet family vehicles without automobile liability insurance as required by applicable state law, and documentation and approval of the billet family.
- The Member Program’s/team’s billeting policy shall include requirements that the billet family maintain appropriate homeowners/renters insurance.
- Players living with a billet family shall be permitted to make regular check-in phone calls to parents. Team personnel and billets shall allow for any unscheduled check-in phone calls between the player and parents.
- The billet coordinator should schedule monthly calls with the billet parents and the billeted player’s parents/legal guardians and/or monthly visits to each billet home.

Prior to August 1<sup>st</sup> each season, each member program that will have billeted players for the Regular Season shall provide a complete package of all documentation for all billeted players to the USA Hockey Michigan Registrar and the MAHA Vice President of Youth:

1. Provide a copy of the Member Program Association or Club Billet Policy.
2. Name of the Billet Coordinator and contact information.
3. Provide copies of all billet agreements with players, parents and host families.
4. Provide USA Hockey volunteer registration confirmation numbers of all billet family members so Background Check and SafeSport requirements can be verified. (Billet family members are to be shown on the certified team roster as a “Volunteer – Billet”).
5. The Member Program must certify that the living arrangement for each player meets the billet policy guidelines.



## Michigan Amateur Hockey Association Policy & Guidelines

### Billet Policy

Section: Youth

Revised: July 11, 2025

6. The Member Program needs to provide verification that the required SafeSport training has been completed by the hosts (“SafeSport for Youth Athletes (Ages 13-17)”) and that player’s parents/legal guardians have taken the course titled “Parent’s Guide to Misconduct in Sports,” by providing certificates of successful completion.
7. The Member Program needs to provide a copy of the completed one-one interactions form.
8. The Member Program needs to provide a copy of the consents for transportation.

**Note: If any additional players are being billeted post August 1, requirements 3, 4, & 5 above must be met prior to the player being billeted and rostered on the team.**

EXAMPLE 1

**DELEGATION OF PARENTAL AUTHORITY PURSUANT TO MCL 700.5103**

NAMES OF BILLET FAMILY  
ADDRESS

Re: (NAME OF MINOR) (D/O/B)

Dear (BILLET FAMILY):

We are the legal parents of (NAME OF MINOR) and submit this power of attorney to you in connection with (MINOR'S) participation with the \_\_\_\_\_ team. We are excited for the two of you to serve as billet parents for (NAME OF MINOR) while our child is in Michigan for the program. To that end, we hereby delegate to each you, (NAME OF BILLET PARENTS), pursuant to MCL 700.5103, our powers regarding (MINOR'S) care and custody. This power of attorney is valid until \_\_\_\_\_ and vests in you all authority and responsibilities granted and imposed by Michigan law, including, but not limited to, the power to authorize medical/dental treatment when found necessary upon competent medical/dental advice, and to make educational and all other necessary arrangements for (MINOR'S) welfare in our absence while (MINOR) resides in your home. This delegation includes the power in general to take and authorize all acts with respect to our child's health and well-being, and to expend all amount in connection therewith the same as we could do. This delegation excludes the power consent to marriage or the adoption of the minor child.

By our signature below we each declare under the penalties of perjury that this power of attorney has been examined by each of us and that its contents are true to the best of our information, knowledge, and belief and that it is our express desire to delegate our parental authority to (NAME OF BILLET PARENTS). Photocopies and facsimile copies of this document are to be treated as originals.

Sincerely,

\_\_\_\_\_  
Parent of Minor  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Parent of Minor  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Subscribed and sworn to before me on  
\_\_\_\_\_, in \_\_\_\_\_.

Subscribed and sworn to before me on  
\_\_\_\_\_, in \_\_\_\_\_.

\_\_\_\_\_  
Notary Public State of \_\_\_\_\_,  
County of \_\_\_\_\_. My commission  
Expires: \_\_\_\_\_. Acting in  
\_\_\_\_\_ County

\_\_\_\_\_  
Notary Public State of \_\_\_\_\_,  
County of \_\_\_\_\_. My commission  
Expires: \_\_\_\_\_. Acting in  
\_\_\_\_\_ County

EXAMPLE 2

## DUAL RELATIONSHIP EXCEPTION TO MAAPP ANNUAL CONSENT FORM

The USA Hockey Safe Sport Program Handbook adopts policies in conformance with policies of the U.S. Center for SafeSport, including the SafeSport Code for the U.S. Olympic and Paralympic Movement (“SafeSport Code”) and the Minor Athlete Abuse Prevention Policies (“MAAPP”). The USA Hockey Safe Sport Program, SafeSport Code and MAAPP require parental consent for certain activities between Adult Participants and Minor Athletes participating in USA Hockey programs. This consent form is to provide consent for an exception to the MAAPP policies for the Adult Participant and Minor Athlete that have a Dual Relationship, which is a relationship that exists outside of a sport relationship.

The undersigned is the parent/guardian of the Minor Athlete identified below, who is a member of [INSERT PROGRAM] and under the age of 18. This consent is provided pursuant to the USA Hockey Safe Sport Program and I acknowledge that the USA Hockey Safe Sport Program Handbook found at [www.usahockey.com/safesportprogram](http://www.usahockey.com/safesportprogram) contains policies that are intended to prevent abuse and risks of harm.

Please note that depending on the policy, consent can be required (i) in every instance, (ii) on an annual basis, or (iii) the parent/guardian can determine if the consent is provided every instance or annually. The following Annual Consent forms are listed below.

Additionally, consent can be withdrawn by a parent/guardian at any time.

1. Dual Relationship Consent
2. Dual Relationship - One-On-One Interactions
3. Dual Relationship – Transportation

---

### Annual Consent for Dual Relationship

As the parent/guardian of the Minor Athlete identified below, I am advising [INSERT LOCAL PROGRAM]

that [INSERT MINOR ATHLETE NAME], a Minor Athlete under the age of 18, has a Dual Relationship with the following Adult Participant(s): [INSERT NAME OF BILLET HOSTS]. Dual Relationship details: the Minor Athlete is being billeted with the Adult Participants.

With my initials below, I consent to the Dual Relationship Exception for each area of the USA Hockey SafeSport Program, for the time period noted. I am aware that I can withdraw the consent at any time.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Annual Dual Relationship Consent for One-on-One Interactions**

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can have In-Program one-on-one interactions where consent is **allowed** and not otherwise covered by this form with said Minor Athlete for one year from the date of this consent.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Annual Dual Relationship Consent for Transportation**

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can travel one-on-one with said Minor Athlete to and from all In-Program activities related to for one year from the date of this consent.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Annual Dual Relationship Consent for Lodging – Not a Shared Room**

I, as the parent/guardian of the Minor Athlete identified above, hereby authorize and consent that the above-named Adult Participant, can share a lodging arrangement with said Minor Athlete for all In-Program lodging related to for one year from the date of this consent. I understand that said Adult Participant will **NOT** share a hotel room or otherwise sleep in the same room with said Minor Athlete and all interactions will be observable and interruptible unless additional consent for In-Program one-on-one interactions is also provided.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Electronic Signature**

The following must be completed to make the above initials valid. I [INSERT PARENT NAME], as parent/guardian of [INSERT MINOR ATHLETE NAME], who is under the age of 18, have read the USA Hockey Safe Sport Program Handbook and acknowledge that the above written permission is valid for the dates identified above. If I am signing and submitting this consent electronically, I acknowledge that my electronic signature shall have the same validity, force, and effect as if I signed this consent by hand.

Parent/Legal Guardian Printed Name: [INSERT PARENT NAME]

Parent/Legal Guardian Signature: [INSERT ELECTRONIC SIGNATURE]

Date: \_\_\_\_\_

## ATTACHMENT 1

### SAFE SPORT TRAINING REQUIREMENTS

#### **Billet Host Family Members Over the Age of 18**

REGISTER WITH USA HOCKEY AND TAKE THE TRAINING THROUGH THE USA HOCKEY WEBSITE.  
SUCCESSFUL COMPLETION OF THE CLASS WILL SHOW UP IN THE USA HOCKEY PORTAL TO THE ASSOCIATION REGISTRAR.

#### CORE COURSE

The SafeSport® Trained Core gives a comprehensive overview of facts, principles and strategies to help you provide safe and positive sport environments. You'll learn to prevent, recognize, and respond to emotional, physical, and sexual abuse and misconduct in sport. This foundational course brings concepts home with realistic, thought provoking scenarios to help you test your knowledge and apply learnings to real life.

#### REFRESHER COURSES

To supplement and illuminate key Core concepts, we offer two Refresher courses ranging from 20 to 30 minutes that efficiently summarize key learnings from the SafeSport® Trained Core course and go deeper on a specialized topic. Refresher courses can only be taken after completion of the SafeSport Trained Core Course. Each Refresher includes a pre- and post-test to reinforce and assess your knowledge. Our Refresher courses should be taken in sequence.

#### **Parents of the Minor Athlete**

Player's parents/legal guardians must take the course titled "Parent's Guide to Misconduct in Sports,"

Link to training: <https://uscenterforsafesport.org/courses/>  
<https://uscenterforsafesport.myabsorb.com/#/public-dashboard>

Create a LOGIN (upper right); Click on the course; Select ENROLL; Take the class; Print a certificate of completion

#### PARENT'S GUIDE TO MISCONDUCT IN SPORT 30 MINUTES

Designed for parents of youth athletes at any age, this free course educates parents on recognizing, responding to, and preventing abuse and misconduct in their child's sport setting. Featured are voices and perspectives of experts and advocates, with sound guidance on fostering positive and safe sport experiences for children both on field and at home. Parents will come away equipped with information and tactics to minimize risks of harm to their children.

#### **Minor Athlete**

The billeted player must take the course titled "SafeSport for Youth Athletes (Ages 13-17)"

Link to training: <https://uscenterforsafesport.org/courses/>  
<https://uscenterforsafesport.myabsorb.com/#/public-dashboard>

Create a LOGIN (upper right); Click on the course; Select ENROLL; Take the class; Print a certificate of completion

Or

Core Training or Refresher if the player is 18

REGISTER WITH USA HOCKEY AND TAKE THE TRAINING THROUGH THE USA HOCKEY WEBSITE.  
SUCCESSFUL COMPLETION OF THE CLASS WILL SHOW UP IN THE USA HOCKEY PORTAL TO THE ASSOCIATION REGISTRAR.

SAFESPORT® FOR YOUTH ATHLETES (AGES 13-17) 15 MINUTES This course focuses on bullying and hazing prevention, supporting friends who have experienced sexual abuse or misconduct, and resources for reporting. Requires parental consent for registration.



## Michigan Amateur Hockey Association Policy & Guidelines

### Michigan Residency Requirements Policy

Section: Registration

Revised: January, 2025

The Michigan Residency Requirements Policy (“Policy”) is designed to standardize the process of establishing residency. This Policy addresses a participant’s residence requirements and how MAHA will look at residency for the purpose of hockey in Michigan. In an effort to reduce the potential of any problem regarding where a Player resides for any purposes the following Policy is applicable:

- Non-Michigan players will be defined as players who were rostered with USA Hockey outside of Michigan during their first regular season of play after the 8U age classification.
- Once a player is considered/determined to be an out of state player, that player will be considered an out of state player no matter how long they play in Michigan unless they are able to establish residency through this policy.
- MAHA looks first to the residency of both the player’s parents as the player’s primary residence. There may be exceptions to this rule in the case of divorce or billeted players, but these players must be brought to the attention of the MAHA Registrar, in writing prior to the Roster being submitted for approval. In the event the player does not live with both parents, MAHA can request additional information necessary to determine the player’s primary residence.
- If the address on the roster is not the one where the player “lives” or resides with both parents, you must bring the matter affirmatively to the attention of the MAHA Registrar, in writing, and obtain a ruling as to where the Player resides prior to the Roster being submitted. “Lives” or “Resides” for this purpose means: “eats, sleeps, attends school and performs normal daily activities from that address”.
- It is the general intent of this Policy that no player may have more than one residence for the purposes of hockey. Therefore, any player who did not play for a Michigan team the previous regular season must identify themselves to the MAHA Registrar that they meet the residency requirements outlined in this Policy or they will be considered an out-of-state player. If the intent is for the player to be deemed an in-state player, the MAHA Registrar will provide further direction for completing the approval process.
- No player may create a residence for the purpose of playing hockey in Michigan. Temporary or limited guardianships are not permitted or recognized by MAHA as residency in Michigan.
- The player/parents shall have the burden of proving the player’s residence, and MAHA Rule II Registration and Rostering: Participants and Teams Paragraph K is especially important in this context. For Tier I teams, “district” refers to the State of Michigan. If a player’s residence is not with the parent(s), and the player’s current residence was necessitated for the purposes of playing hockey, the presumption is that the player does not meet the residency requirements outlined in this Policy.
- If a participant’s parents are in the process of relocation to Michigan, documentation such as letters from the parents’ employers, school admission records, home listings and purchase agreements could be useful documentation showing intent to relocate. If approved as a resident, further documentation throughout the year may be required to prove residency has been fully established. As a general policy, the player must move with the people he/she was living with previously (full and complete move) in order for a relocation to meet the requirements of this Policy.
- Players who establish residency and are playing in Michigan for the first year may be asked to provide documentation throughout the year to prove that the player is still going to school in Michigan and that he/she continues to meet the residency requirements.

#### **Application Process**

- An out of state player seeking a change of status to become a Michigan Resident must contact his/her Association / Organization Director and receive permission to access the application on the MAHA website. The application must be completed and the appropriate documentation as proof of residency detailed in the MAHA Residency Policy (see below) must be attached. The Association / Organization shall review the application to ensure all information is true and accurate.

**Note: Tier II and Tier III players may apply for Michigan Residency at any time throughout the season, once they have made a full and complete move to Michigan. Tier I players may apply using the guidelines set forth below in Additional Player Requirements for Tier 1 Players.**

- Annually the MAHA President will appoint a committee (“Residency Committee”) to review the applications and make a recommendation to the MAHA Executive Board based on the MAHA Residency Policy criteria included in this Policy. The Residency Committee may request additional information and gather input from other sources to ensure the accuracy of all information provided.
- The Residency Committee will meet in a timely manner to make a recommendation and forward to the Executive Board at their next scheduled meeting. The player must be approved as a Michigan Resident before being added to the roster as an in-state player. If Michigan Residency is not approved the player would be eligible to re-apply to prove Michigan Residency prior to the next season.
- If after reviewing any documentation submitted to prove residency, the MAHA Executive Committee or the State Playoff Committee deems a player a non-resident, the affected MAHA member organization may challenge the adverse ruling under the standard applicable to contest an Administrative Action under USA Hockey Bylaw 10.C. The affected MAHA member organization shall notify the MAHA President who shall appoint a committee of impartial parties to review the challenge.

### **Michigan Residency Documentation Requirements**

Required minimum documentation to help establish residency.

- Valid permanent Michigan Driver’s License for both Father & Mother
- Player’s School Registration for the coming year
- Sales Agreement for previous residence
- Purchase / Rental Agreement for Michigan address

Other documents that may help establish residency. All documents must have the family name and Michigan residence address on them (Michigan P.O. Boxes are not acceptable residence address): Employment agreements or job offers for parents

- Utility bill or credit card bill issued within the last 90 days
- Account statement from a bank or other financial institution issued within the last 90 days
- Life, health, or auto insurance policy
- Federal, State, or local government documents such as receipts, licenses or assessments
- Michigan Title Registration (must show current address)
- Adoption paperwork showing permanent guardianship

### **Interstate Player Transfer Protocol for Youth and Girls Tier II and III and High School Classifications**

- Out of Affiliate residents are not permitted. Any player who resides in another state and wishes to play hockey with a team in a MAHA program in these classifications, without changing his/her residence to Michigan, must first obtain a properly executed waiver from the player’s resident state. Conversely, the MAHA requires that any Michigan resident wishing to play hockey in another state, while remaining a resident of Michigan, must first obtain a properly executed waiver from the MAHA.
- This protocol is consistent with the terms and conditions of the USA Hockey Affiliate Agreement that grants each affiliate the right of “exclusive jurisdiction” within the definition of its geographical boundaries. The MAHA VP Youth or his/her designee will act upon all interstate waiver requests from those who submit them, using the following criteria:
- This protocol applies to Youth and Girls programs that are conducted during the MAHA “regular season”, which extends from September 1 of a given year through the end of the MAHA Youth/Girls/High School Tournaments in March.
- Players must first register within their resident state. An approved waiver from the player’s resident state must be obtained and approved by the MAHA designee before the player may be placed on a MAHA team roster.
- The MAHA will accept approved players from another state who wish to play in Michigan because the state in which they reside does not offer a program similar to those offered in Michigan. Transfer of players who desire an interstate residency waiver based upon other reasons will be considered on a case-by-case basis. Transfer of

players who desire an interstate residency waiver based on geographical proximity of their residence will also be considered on a case-by-case basis, within the MAHA rules. Approval of these types of requests will not be unreasonably withheld.

#### **Additional Player Requirements for Tier 1 Players**

- Tier I organizations are limited in the number of non-Michigan (out of state) players per organization. This encourages MAHA member organizations to provide development and playing opportunities at the Tier I level for Michigan players.
- Out of state players are not permitted in Tier I at the 10U and 11U age groups. Players in those age groups may apply for Michigan Residency at any time after making a full and complete move. The player must be approved as a Michigan Resident before being added to a 10U or 11U team roster.
- A player whose entire family has moved to and become residents of the State of Michigan for reasons other than to play hockey may apply for acceptance as a Michigan resident after playing one regular season\* registered on any team in Michigan in the 12U, 13O, 14U, 15O, 16U and 18U age classifications.
- Applications for players in the 12U, 13O, 14U, 15O, 16U and 18U age classifications may be submitted beginning in February through September for the upcoming regular season. If Michigan Residency is not approved by September 30 of the current season, the player can play on a Michigan Tier I 12U, 13O, 14U, 15O, 16U and 18U age classification that season but would be considered an out of state player per the MAHA allowance for that age classification for that season. The player would be eligible to re-apply to establish Michigan Residency prior to the next season.

\*Must be on a certified Michigan certified USA Hockey roster by December 1<sup>st</sup> of the current season.

This is the Policy that MAHA uses to determine the residence of a player participating in Michigan. Failure to comply may result in the disciplinary action of the Player and/or Team and/or Organization.



## Michigan Amateur Hockey Association Policy & Guidelines

### Video Review Policy for Supplemental Discipline

Section: Administration

Revised: October 17, 2024

The Michigan Amateur Hockey Association (MAHA) is committed to ensuring the safety of participants at all ages and skill levels. With the increasing availability of video provided by rink-based programs and partners, and parent or club affiliated resources, we are enacting a policy for video review specifically as a means of determining whether an on-ice action caught on video, but not penalized by officials, is deserving of a formal review process for potential supplemental discipline.

**The MAHA will NOT use video review for the purpose of changing any on ice call.**

Video submitted for potential review by the MAHA, will only be accepted/considered if presented by a member Association or Club. (No individual or parent submissions will be accepted.) The following process shall be followed:

- Upon review by the Association, Club leadership or Adult League Commissioner, and determination that a request for further action is requested, the Association's President, Club's Manager or Adult League Commissioner must complete the "Video Review Request" form on the MAHA website.  
<https://maha.sportngin.com/register/form/676493789>
- The form must be submitted within 5 days of the incident. A \$200 deposit will be collected at the time of submission. If the video is accepted for review, the deposit will be returned. If the video is NOT accepted for review, the \$200 will be considered a fine to the organization that submitted the video.
- A copy of the game scoresheet must be submitted through the MAHA website.
- Upon receipt, the Vice President of Officials will review and determine if the actions shown on video warrants further review.
- If further review is deemed warranted, a review process will be undertaken by a Video Review Committee (the VR Committee). The Video Review Committee consists of the VP of Officials, District Referee in Chief of the affected District and a District Director of the affected District.
- The Video Review Committee will make a recommendation to the MAHA Executive Vice President who will make the final determination on conducting a supplemental discipline hearing and assign it to the MAHA Discipline Committee who will conduct the hearing.
- Supplemental Discipline will not be imposed unless and until a hearing has been conducted with the player, coach or parent that is the subject of the request.
- Discipline administered by the MAHA will be imposed immediately and the subject of supplemental discipline will retain all appeal rights as provided for in the MAHA Guidebook and USA Hockey Bylaw 10. (Any discipline assessed will not be delayed while an appeal is in process.)



## Michigan Amateur Hockey Association

### Pilot Program

### Girls High School Classification

**(effective July 1, 2019)**

**This policy would allow full time high school aged players (9-12<sup>th</sup> grade) the ability to roster as a high school/prep school division 1 or division 2.**

High School Varsity Division And/or Prep School Division- (male and female teams)- Pure teams (Division 1) are community based public high schools, private schools drawing their students exclusively from a local metropolitan area (excluding any school that boards players), or a combined team (Division 2) is formed by players from multiple schools from a local metropolitan area. Combined teams may form using the same school districts as co-op programs that exist within MHSAA, but that is not a requirement. Division 2 teams from Michigan may not be eligible for the USA Hockey National Championships per USA Hockey rules.

High school teams registered as a high school/prep may roster 30 players, but can only dress 20 players, including goaltenders for any game (MAHA rule VI J (2)).

- 1) These teams cannot have any import or out of state players (Foreign exchange students for the purposes of the high school roster would not be considered an import player) or any players playing up more than one age classification. All players must be from and attend a Michigan high school in the local metropolitan area where the team is rostered.
- 2) Team would only be able to participate in the MAHA High School state tournament should more than one team submit their intent to enter.
- 3) Team could attend USA Hockey High School National Tournament. Game count for team is 10 and players is 5. If there are multiple teams declaring to enter the national tournament a MAHA state playoff will be held to determine the team that advances to nationals. See USA Hockey Annual guide page 153: For games to count in meeting the 20/10 (14/10 girls'/women's, 10/5 high school varsity and/or prep school) rule, that team's player roster form (1-T) must be certified by the appropriate registrar or his/her designee prior to that game being played.

- 4) Maximum game count per team would be 65. Tournament games will be a 4-game maximum per tournament and games played in the national tournament are excluded.
- 5) High school teams could play in a Tier II league and may apply to the district council and state playoff committee for approval.
- 6) Teams shall not play more than 30% of their games against any declared Tier 1 opponents. Any team going over the limit is ineligible to participate for the balance of the season.

Approved May 20, 2019 MAHA Executive Board



# Michigan Amateur Hockey Association

## MAHA Pilot Program

Pilot Program Name: Youth 13 Only Player Movement – Tier I

Effective Date: 3/31/2025 – 3/31/2026

Approval Date: Updated-7/11/2025

In the Tier 1 classifications, player movement will be allowed as follows:

- a. Players shall only move within their own organization.
- b. Youth 13 Only players may move up to the Youth 14U classification. 14U shall not move up to any higher classification. Players using the player movement rule will be allowed to move up and down for a maximum of eight (8) games per Regular season.
- c. Player movement is only permitted for injuries or to give players an opportunity to play at the next level. A player shall not be moved up if all the team's rostered players will be present for the game. Movement is not permitted to replace a player serving a Misconduct or Match penalty.
- d. Players exercising this option will not have a 72-hour waiting period and will not need to be released from one team and added to the other team they are moving to.
- e. Player movement will be allowed up to December 23 of the current playing season.
- f. Players may only compete at one age level per day.
- g. If a player receives a suspension in any game of a tournament or showcase, the player must serve the suspension at the age group in which they are playing at the time of the suspension. If a player receives a suspension in the last game of a tournament or a showcase, the player will serve the suspension with the official rostered team. Any suspension incurred by a player under this pilot outside of a tournament or showcase, must be served with the team in which the player is officially rostered. Players under suspension are not eligible for player movement until the suspension is served with the team in which the player is officially rostered.
- h. For player movement tracking, an individual appointed by the State Playoff Committee Chair will be assigned to the Tier 1 category. Teams will submit to this individual the Player Movement Form every time every time a player moves up. This will track how many games an individual player has moved up. Coaches who do not report player movement or exceed the maximum number of moves will be subject to disciplinary actions and suspension of up to one year.
- i. 15 Only, and 16 Only will follow USA Hockey's Vertical Roster Integration rule.





# Michigan Amateur Hockey Association

## MAHA Pilot Program

**Pilot Program Name:** Tier I Player Movement

**Effective Date:** 2024-2025 and 2025-2026 Regular Season

**Approval Date:** 5/16/2024

Pilot Program:

The proposed pilot covers the following, MAHA Tier I age categories:

All Youth 10U – 12U Travel Category AAA Division

All Girls 12U Travel Category AAA Division

For the 2024-2025 and 2025-2026 Regular Season, once a player is approved on a MAHA Tier I roster, said player may not roster with another MAHA Tier I team for that same Regular Season. Players wishing to leave said team may move to a Tier II or Tier III program only.

These players would fall under the financial policies in the MAHA Affiliate Agreement for MAHA Tier I players. In the case of a team-initiated player release, said player may roster with another MAHA Tier I or Tier II team and the financial policies in the MAHA Affiliate Agreement for non-Tier I players apply. There are no exceptions and no appeals.

Older age categories at the Youth and Girls Tier I Level are covered under the National Policy which is very similar to this pilot.



# Michigan Amateur Hockey Association

## MAHA Pilot Program

Pilot Program Name: Youth and Girls 10U / 12U Tier III Game Count

Effective Date: 1/19/24 – 3/31/26

Approval Date: 1/19/24 – Amended 9/19/24

Pilot Program:

Increase Youth 10U Tier III and Girls 10U Tier III from 40 games to 45 games.

Increase Youth 12U Tier III and Girls 12U Tier III from 40 games to 50 games.

Increase Youth 14U Tier III and Girls 12U Tier III from 45 games to 50 games.

Rationale: The intent of this pilot program is to encourage younger Tier III teams to travel farther to play competitive games and to assist in allowing more remote teams the ability to travel less. While the intent of Tier III hockey is to keep teams close to home, with the continued decline in the number of Tier III teams, teams are now being forced to travel longer distances to play games. Due to current limitations on game count and not wanting to travel long distances to play just 1 game, teams are now refusing to schedule games against teams in remote geographical locations. The thought behind the added games is to encourage teams to travel and play 2 against a team and not have to worry about the game count.





# Michigan Amateur Hockey Association

## MAHA Pilot Program

Pilot Program Name: Non-national bound substitute goalie

Effective Date: 9/1/25 – 9/1/27

Approval Date: **8/21/25**

Pilot Program:

The pilot program is for teams in the following categories:

- ◆ Youth 10U Tier III
- ◆ Youth 10U Travel (A,AA)
- ◆ Youth 12U Tier III
- ◆ Youth 12U Travel (A,AA)
- ◆ Youth 14U Tier II (A)
- ◆ Girls 10U Tier III
- ◆ Girls 10U Travel (AA)
- ◆ Girls 12U Tier III
- ◆ Girls 12U Travel (AA)

For teams outlined above the substitute goalie must fall within the following guidelines:

- If the substitute goalie is in the same age classification, then must be on an equal or lower team classification.
- If the substitute goalie is in a younger age classification, then the goalie cannot be from a Tier I team.
- If the substitute goalie is rostered on an older age classification, but their birth year falls within the requesting team's age classification, then the goalie must be on an equal or lower classification.

All other rostering and player eligibility rules remain in effect and are not superseded by this pilot.

Rationale: We are dealing with a shortage of goalies everywhere. The intent is to open a few more avenues to see if we can provide help to teams that need it. This pilot would allow us to validate if this is beneficial or is causing more issues before making it a rule.

Examples:

1. 12U Tier III team can use a 12U Tier III, 10U Tier II, or 10U Tier III goalie
2. 2015 U10 Tier II team could use a 2015 birth year goalie from 12U Tier III or 12U Tier II team.
3. 12U Tier II girls team **could not** use a 10U Tier I goalie.



### MAHA Substitute Goalie Chart

Age Classification	Classification	Division	Category	Substitute Goalie Options ( Must be the same or lower than shown below)
<b>Youth National Bound</b>				
Age Classification	Classification	Division	Category	Substitute Goalie Options
17&18	18U	AAA	Tier I	16U
17&18	18U'	AA	Tier II	16U
15&16	16U	AAA	Tier I	15Only or 14U
15&16	16U	A	Tier II	15Only or 14U
15 Only	15 Only	AAA	Tier I	15 year old only Tier I
13&14	14U	AAA	Tier I	14U
13&14	14U	AA	Tier II	14U
<b>Travel Teams Non National Bound</b>				
13&14	13U	A	Travel	12U
11&12	12U	AAA	Tier I	12U
11&12	12U	AA	Tier II	12UAA
11&12	12U	A	Travel	12UA
09&10	IOU	AAA	Travel	IOU
09&10	IOU	AA	Travel	IOUAA
09&10	IOU	A	Travel	IOUA
7&8	BU			BU
<b>Youth Non National Bound</b>				
17&18	18U	BB	H/R	Any BB team or below in your Association or District. No A, AA, or AAA
15&16	16U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
13&14	14U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
11&12	12U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
<b>Girls National Bound</b>				
17, 18 &19	18U	AAA	Tier I	16U
17, 18 &19	18U'	AA	Tier II	16U
15&16	16U	AAA	Tier I	14U
15&16	16U	AA	Tier II	14U
13&14	14U	AAA	Tier I	14U
13&14	14U	AA	Tier II	14U
11&12	12U	AAA	Tier I	12U
11&12	12U	AA	Tier II	12UAA
09&10	IOU	AA	Travel	IOUAA
10&10	IOU	B	H/R	IOUB
7&8	BU			BU
<b>Girls Non National Bound</b>				
17, 18 &19	18U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
15&16	16U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
13&14	14U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA
11&12	12U	B	H/R	Any B team or below in your Association or District. No A, AA, or AAA