

**AAHA House/Rec  
Travel Hockey (AZYHL)  
Team Manager's Meeting**

October 3rd, 2020

**Purpose:** is to familiarize the AZYHL Team Managers with the AAHA By-laws, Policies and Playing Rules that are specific to AAHA and the House/Rec Travel Hockey program.

The Team Manager's Handbook is not intended to replace or even identify all of the rules contained in the USA Hockey By-laws, Policies and Playing Rules books or the AAHA By-laws, Policies and Playing Rules books, nor your Association's By-laws, Policies and Playing Rules it is simply intended to identify some of the more critical AAHA Playing Rules, summarize them and hopefully help to clarify questions about them.

"I did not know" is not an acceptable defense for a failure to comply with appropriate By-laws, Policies and/or Playing Rules, it is the Team Manager and Team Officials responsibility to be aware of the rules that impact and pertain to the AZYHL leagues and their operation.

It is hoped that this handbook will assist you in being more aware and understanding those Playing Rules.

## 1. Key Dates:

- Oct 9th to Oct 12th, 2020 - AAHA House/Rec (AZYHL) Pre-season Seeding Tournament.
- Oct 15th, 2020 - Hockey Operations Committee meeting to seed teams for AZYHL League Play.
- Oct 17th/18th, 2020 - League Scheduling meetings, attendance is limited to the Team Manager/co-Managers and the Association's Ice Controller (AAHA Policy & Procedure Manual, Appendix B Playing Rules, Section 3.1.10), details are yet to be worked out.
- Oct 18th, 2020 - Earliest date of start of League Play.
- Dec 15th, 2019 - announcement of locations and schedules (no team names) for the AAHA House/Rec (AZYHL) Travel Hockey State Tournaments.
- Dec 31st, 2019 - submission of Final 1T approved Team Roster. After this date there can be "No" additions of Team Officials or Players to rosters without the written approval of the AAHA Hockey Operations Committee.

## 1. Key Dates (cont.):

- Jan 31st, 2021 (approx) - the AAHA House/Rec (AZYHL) League Administrator will provide to each Team Manager a list of players who are in jeopardy of not qualifying for participation in the AAHA House/Rec (AZYHL) Travel Hockey State Championships. AAHA has implemented a minimum number of league games needed for eligibility to participate in the State Championship. This number of games is based on the number of league games that the team is scheduled to play and is approximately 80%. (AAHA Policy & Procedure Manual, Appendix B Playing Rules, section 3.3.4).
- Feb 15th, 2021 (approx) - Final date to make application to the Hockey Operations Committee for exemption for any players who have not met the minimum games requirement for participation in the AAHA House/Rec (AZYHL) Travel Hockey State Championships. This exemption request must include any documentation that the requesting team feels explains their case. These are to be submitted, by email, to the AZYHL League Administrator. (AAHA Policy & Procedure Manual, Appendix B: Playing Rules, sections 3.3.4.b & c).

## 1. Key Dates (cont.):

- Feb 28th, 2021 - the last date of AZYHL League or make-up Leagues games for the AAHA House/Rec (AZYHL) Travel Hockey State Championships 12U League, all Divisions.
- Mar 7th, 2021 - the last date of AZYHL League or make-up Leagues games for the AAHA House/Rec Travel Hockey State Championships 10U and 14U Leagues, all Divisions.
- Mar 11th thru Mar 14th, 2021 - AAHA House/Rec (AZYHL) Travel Hockey State Championship tournament for the 10U & 14U League, all Divisions.
- Mar 19th thru Mar 21st, 2020 - AAHA House/Rec (AZYHL) Travel Hockey State Championship tournament for the 12U Leagues, all Divisions.

### 3. Participation in AAHA House/Rec Travel Hockey (AZYHL) Leagues:

- A. Who can participate - Playing in the AAHA House/Rec Travel Hockey (AZYHL) is limited to teams rostered by AAHA Member Organizations and in good standing and Out-of-state teams that have been approved for participation by a majority vote of the AAHA Board of Directors.
- B. AAHA House/Rec Travel Hockey (AZYHL) Leagues and Divisions -
  - a. Within each age classification (10U through 18U), a Member Association may field only one (1) team per age classification and division (Pinnacle, Cactus, Mesquite, Canyon). A Member Association may field one (1) additional team at any age classification and division with the prior approval of the Hockey Operations Committee (AAHA Policy & Procedure Manual, section 10.6.1.1).
- C. Background Screening/SafeSport Certification - is Mandatory (AAHA Policy & Procedure Manual, section 4.1)
- D. Helmet Rule - All ice hockey coaches and instructors of registered USA Hockey Youth 18U and below, high school, girls/women's 19U and below, and disabled programs are required to properly wear a H.E.C.C approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops. (AAHA Policy & Procedure Manual, section 4.3.1 Helmet Rule - Coaches/Instructors)

#### 4. Tiering/Seeding:

- A. Definition - an Association's team(s) placement in the League (age group) and Division (Pinnacle, Cactus, Mesquite, Canyon) will be determined by the results of their games in the AAHA House/Rec Travel Hockey (AZYHL) Pre-season Seeding Tournament. Consideration will be given to the teams previous years results in the AAHA House/Rec Travel Hockey (AZYHL) leagues and the number of returning players from that team. The placement will be made by the Hockey Operations Committee immediately after the Pre-season Seeding Tournament & before the Scheduling Meetings.
- B. AAHA House/Rec Travel Hockey (AZYHL) Pre-season Tiering/Seeding Tournament -
  - a. For the games in the Pre-season Tiering/Seeding Tournament, the preliminary placement requested by the Associations made with the announcement of their teams in June (August this year) will be used and every effort will be made for teams to play games against teams that will help to make the appropriate League/Division placement.
  - b. All teams wishing to participate in the AAHA House/Rec Travel Hockey (AZYHL) Leagues for the upcoming season must participate, including out of state teams that have been approved to participate by the AAHA Board of Directors. This an exception has been made as some Associations do not have ice available to select their teams, the Hockey Operations Committee will make the decision as to placement for league play.
  - c. All teams will play at least four games. Every effort will be made to play games against teams within their preliminary Division placement as well as games against teams requesting higher Division placement and against teams in anticipated lower Division placement.

#### 4. Tiering/Seeding (cont.) :

##### B. AAHA House/Rec Travel Hockey (AZYHL) Pre-season Tiering/Seeding Tournament (cont) -

- d. Scoresheets for all Pre-Season Seeding Tournament games must be sent via email to the AZYHL League Administrator/Webmaster within 12 hours after the game is concluded. Score sheets should be sent to the following email address: [azyhlscoresheets@gmail.com](mailto:azyhlscoresheets@gmail.com). (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.5)

## 5. Rostering/AAHA Commitment Letter:

### A. Critical Dates -

- a. August 15th, 2020 - submission of a preliminary team roster. This **is not** the USA Hockey 1-T Roster, but a preliminary team roster only, but must be submitted and the AAHA Commitment Letter must have been filled out by all of the rostered players. Coaches and Team Managers must be included in this roster with contact information. (AAHA Policy & Procedure Manual, section 10.9.7)
- b. September 1st, 2020 - submission of the approved USA Hockey 1-T Roster by the AAHA State Registrar.
- c. December 31st, 2019 - submission of a **Final** 1-T approved Team Roster. After this date there can be **No** additions of Team Officials or Players to these rosters without the written approval of the Hockey Operations Committee.

B. Commitment Letter - the Commitment Letter is AAHA's Registration process so in addition to having had to have registered with USA Hockey and their local Association all players are required to fill out the AAHA Commitment Letter and are not eligible to play in any AAHA Sanctioned tournaments, i.e. the Pre-Season Seeding Tournament, AZYHL league games or the AAHA House/Rec Travel Hockey (AZYHL) State Tournament until one has been filed. This applies to all Tier I, Tier II, House/Rec Hockey (AZYHL) and Mite Select players, male and female. (AAHA Policy & Procedure Manual, section 9.0 Player Commitment and Release Letters)

## 5. Rostering/AAHA Commitment Letter (cont.):

- C. Rostering - "No team shall play any game until it has submitted a properly completed team roster to the AAHA State Registrar. No player shall participate in any game with any team unless that player is designated as a player on that team's roster." (AAHA Policy & Procedure Manual, section 12.1 Rosters)
- D. Number of Players -
- a. AAHA House/Rec Travel Hockey (AZYHL) teams will have a minimum of twelve (12) skaters "plus" at least one (1) goaltender and can have a maximum of eighteen (18) skaters and two (2) goaltenders on their roster. (AAHA Policy & Procedure Manual, section 10.9.7)
  - b. It is recommended that teams without two (2) goalies have a "BUG" goaltender, they must be designated as such on the USA Hockey 1-T Roster and on scoresheets as a "BUG". This is recommended so as to have a goalie identified if something should happen to the teams regularly goalie. (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 3.0 Non-tier Hockey, sub-section 12.a Goalies)

E. Playing Up (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 1.11 General Rules/Play Up Rules) -

- a. All players may only be rostered within their own age division.
- b. No 12U team will be permitted to play at a higher age division.
- c. Goalies can play up no more than one age division.
- d. Prior to rostering a player, to play up, a request for approval must be sent to the Hockey Operations Committee for approval of the rostering.
  - i. The request must include evaluations by the Head Coach of the current team the player is trying out for as well as the Head Coach of the player's prior team along with a recommendation from the Hockey Director indicating that the player has the ability to play at this higher level.
- e. AAHA House/Rec Travel Hockey (AZYHL) players may be called up to play to a higher division team within their same age level; however, once a player has played five (5) games with the higher division team, they must play with that team for the remainder of the season through the AAHA House/Rec Travel Hockey (AZYHL) State Championships. Higher Division is defined as 10U Mesquite to 10U Cactus or Pinnacle.

F. Adding Players (AAHA House/Rec Travel Hockey (AZYHL) -

- a. To add a player after the Pre-season Tiering/Seeding Tournament, the Member Association wishing to add the player must submit a request for that addition to the President of AAHA. The request must include the player's name, the player's DOB, the team name, the Level (10U, 12U etc), the Division (Pinnacle, Cactus etc) and the reasons of the addition (new to town, released from another Association etc). (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 3.0 Non-Tier Hockey, section 3.1.14)

F. Adding Players (cont.) -

- b. Once approved the player must be registered with USA Hockey, have been added to the Team's State Registrar approved 1-T USA Hockey Roster and have filled out the AAHA Commitment Letter before they can participate with the team in any capacity; practice, exhibition games, league games or tournaments.
- c. After the submission of the Final USA Hockey 1-T roster, Dec 31st, to add a player in addition to the steps in a and b above the request will have to be approved by the Hockey Operations Committee.

6. League Scheduling -

A. Scheduling Meeting -

- a. There will be a mandatory League scheduling meeting scheduled for all Leagues/Divisions as soon after the Hockey Operations Committee's tiering/seeding meeting as is reasonable possible. This year with the tighter time line, the location and time of those meetings have yet been finalized, however they will occur on the weekend of Oct 17th & 18th.
- b. During each scheduling meeting, each Member Organization having a team to be scheduled can have a maximum of two (2) people in attendance. At least one of these attendees must have access to the master ice schedule and the other attendee should be the Team Manager. Any additional attendees may be asked to leave the scheduling meeting. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.10)
- c. All AAHA House/Rec Travel Hockey (AZYHL) league games will be scheduled at these meetings.
- d. Scheduling and playing of AAHA House/Rec Travel Hockey (AZYHL) League games shall take precedence over all other games, except AAHA House/Rec Travel Hockey (AZYHL) State Championship games.

6. League Scheduling (cont.) -

B. League Game Definition - League games shall mean those games that are scheduled at the annual league scheduling meetings and count towards the AAHA House/Rec Travel Hockey (AZYHL) standings. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.8)

C. Number of League Games -

a. For each League/Division, a minimum number of games will be played (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules section 3.1.9, a & b)

i. For a League/Division with six (6) or less teams, each team will play two (2) HOME and two (2) AWAY games against each other team in that League/Division.

ii. For a League/Division with seven (7) or more teams, each team will play one (1) HOME and one (1) AWAY game against each other team in that League/Division.

D. Schedule Changes - (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules section 3.1.11, a & d)

a. In the event of a game cancellation, the team canceling or causing the scheduled game to not be played, shall have the greater responsibility to make concessions to the convenience of the non-canceling team. Canceling teams must make every effort to play the game at the originally scheduled home team's rink.

6. League Scheduling (cont.) -

D. Schedule Changes (cont.) -

- b. The HOME TEAM is responsible to notify the AAHA AZYHL League Administrator/Webmaster, so as to update the AAHA website, at least two weeks prior to the original date that the game was scheduled to have been played.
- c. Teams having difficulty in rescheduling a game must promptly notify their Hockey Director, who shall contact the opposing team's Hockey Director, to settle the matter between the Member Organizations.
- d. At no time will the regular season be extended to accommodate rescheduled games.

E. League Games - (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.7)

- a. All AZYHL League games will be played; **FORFEIT GAMES ARE NOT ALLOWED**, under any circumstances.
- b. Any AZYHL game that is not played as originally scheduled is to be rescheduled within 7 days and must be played prior to the date that AAHA as set as the end of the regular season.
- c. Any postponement of a game must be done at least 24 hours prior to the scheduled game time (except in the case of inclement weather or rink equipment malfunction)

## 7. Playing Rules

### A. Timing of Games - (AAHA Policy & Procedures Manual, Appendix B: AAHA Plying Rules, section 3.1.1 a & b)

- a. Playing time for all games (Pre-season Seeding Tournament, Regular Season League games and the AAHA House/Rec Travel Hockey (AZYHL) State Championships) will be stop-time periods, as set forth below, unless the Mercy Rule/Running Clock or Curfew Time policies apply.
  - i. For the 10U & 12U age groups, a seventy (70) minute ice slot is required, with three (3) thirteen (13) minute stop-time periods. No ice clean and with a one (1) minute break between periods.
  - ii. For the 14U, 16U & 18U age groups, a seventy-five (75) minute ice slot is required, with three (3) fourteen (14) minute stop-time periods. No ice clean and a one (1) minute break between periods.
  - iii. The warm-up for all age groups will be three (3) minutes.
  - iv. Each team shall be allowed one (1) thirty (30) second time-out per game.

### B. Mercy Rule/"Running Clock" - (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 1.7 1 thru 5)

- a. At the point in which a five (5) goal differential exists anytime in the third period, the clock will remain running with the exception of; injury and/or time-out called by the Official(s) in which case the clock would be turned off until the ensuing face-off.
- b. At the point in the third period when a five (5) goal deficit first arises, the clock will be turned off to record the goal and not restarted until the ensuing face-off.

## 7. Playing Rules (cont.)

### B. Mercy Rule/"Running Clock" (cont.)

- c. If/When the goal differential is narrowed to three (3) goals, the clock will be stopped with the next goal and if the differential is still three (3) goals or less, when restarted after the face-off it will return to the normal stop time process.
- d. If a play is stopped and the clock is on running-time and a penalty should expire, the penalized player will not return to the ice until play resumes.
- e. Invoking the Mercy Rule/"Running Clock" rule is MANDATORY and not subject to negotiation between the opposing Coaches and/or the Game Officials.

### C. Curfew Time - is the time slot that has been allotted for the game, negotiated and purchased by the Home team for the game and it can not be extended, the following rule outlines the steps to be taken when it becomes apparent that the Curfew Time might be exceeded. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 1.8, 1 & 2)

- a. All games are Curfew timed games and must run on time. Therefore it may become necessary to adjust the time at the beginning of, or during the 3rd period.
- b. Clock adjustments will be calculated using the following formula: total time left in the ice slot (the remaining Curfew time) / 2 = time left in the 3rd period. For example, if there is 20 minutes left in the ice slot when the 3rd period begins, the clock operator/scorekeeper will divide the 20 minutes remaining by 2 and the 3rd period will be 10 minutes. The decision to implement this formula will be at the discretion of the scorekeeper/timekeeper after consultation with the senior Game Official and/or the rink facility personnel.

## 7. Playing Rules (cont.)

### D. Officials -

- a. Qualifications - (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.4, a & b)
  - i. For 14U and below - two (2) Officials, at least one (1) must be a Level 2 and the other must be at least a Level 1.
  - ii. For 16U and above - three (3) Officials, the Referee must be at least a Level 3 and the two (2) Linesmen must be at least a Level 1.

### E. Handshake -

- a. The traditional handshake at the end of the game will take place after each game. All players, Coaches and Team Officials on the bench at the end of the game must participate. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 1.5)

### F. League Champion -

- a. Each league game will have two points awarded to the winner, no points to the loser and one point to each team if the game should end in a tie.
- b. There will be "NO" overtime played in regular season league games.
- c. The final league standings shall determine the regular season League/Division Champions. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.3.3)
- d. Tie Breaker - should teams have the same number of points at the conclusion of the regular season League play the following Tie-breakers shall be used to determine the League/Division Champion. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 1.12)
  - i. Most wins
  - ii. Results of games played Head to Head against the tied teams
  - iii. Goal Differential (Goals scored minus Goals Allowed) (A maximum of a seven goal differential in any game shall be used in determining goal differential)
  - iv. Goal Quotient (Goals scored divided by Goals Allowed) (A maximum of a seven goal differential in any game shall be used in determining Goal Quotient).
  - v. Coin Flip

## 8. Scoresheets -

### A. Responsibility -

- a. It is the responsibility of the HOME team to ensure that an official scoresheet is available, properly filled out and submitted to the League in the timing outline below.

### B. Timing -

- a. Scoresheets for all Regular Season games must be sent via email to the League Administrator within 48 hours of completion of the game. Scoresheets are to be sent to [azyhlscoresheets@gmail.com](mailto:azyhlscoresheets@gmail.com). (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.5)

### C. Failure to Submit -

- a. If any HOME team fails to send in the scoresheet to the League Administrator as outlined above, the League Administrator will send out an email outlining what scoresheets are missing. If those scoresheets are not submitted within 72 hours of the notification the results of those games will be considered a LOSS for the HOME team. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.6)
- b. Scoresheets not received within the 12 hours of the game completion for the AZYHL Pre-season Seeding tournament will not be used in evaluating the team for placement in the regular season League/Division and additional actions maybe taken by the Hockey Operations Committee. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.1.6)

## 8. Scoresheets (cont.) -

### A. Filling out the Scoresheet -

- a. Scoresheets such be filled out "**COMPLETELY**".
- b. Top of the scoresheet (see example below).
  - i. Indicate by circling the HOME & the VISITOR side of the scoresheet.
  - ii. Team names are to be entered as they appear on the AAHA House/ Rec Travel Hockey (AZYHL) League web page and League schedule.
  - iii. For Division indicate House/Rec (we are using the USA Hockey scoresheet as the official scoresheet and thus do not have a AZYHL League)



HOME \_\_\_\_\_

TEAM NAME

## USA HOCKEY OFFICIAL SCORESHEET

VISITOR

TIER I

TIER II

GIRLS/WOMEN

HIGH SCHOOL

HOUSE/REC.

ADULT

HOME \_\_\_\_\_

TEAM NAME



VISITOR

8. Scoresheets (cont.) -

A. Filling out the Scoresheet (cont.) -

c. Center of the scoresheet:

DATE: \_\_\_/\_\_\_/\_\_\_    GAME NO. \_\_\_\_\_    DIVISION: \_\_\_\_\_  
TIMES: Start \_\_\_\_\_    End \_\_\_\_\_    Curfew \_\_\_\_\_  
ARENA: \_\_\_\_\_    SURFACE: \_\_\_\_\_

- i. Date - be sure and put the date of the game
- ii. Game No. - not applicable, not needed
- iii. Division - this is the AZYHL League/Division of the teams participating in this game, i.e. 12U Cactus; 10U Canyon
- iv. Times - Start time should be filled out by the Official Scorekeeper, but if not then please put in the start time from the league schedule, this helps to identify the game if other information is missing.
- v. Arena & Surface - again should be filled out with the information from the AZYHL League scheduled, abbreviations are acceptable most of us know that they are, but again necessary as used to ensure correct game is being entered into the system if other information might be missing.



## 8. Scoresheets (cont.) -

### A. Filling out the Scoresheet (cont.) -

e. Line-up portion of the scoresheet (same instructions pertain to both the HOME team and the VISITING team) (cont.) -

- i. The HOME team fills out the team lineup first, be sure & make the scoresheet available to the Visiting team at least 30 minutes before game time.
- ii. If a sticky(s) are used be sure that anything you change or do to the top copy is done on all copies, stickies are not carboned and though the scoresheet may be things done on the top copy of the scoresheet will most often no go through to the other copies most assuredly not to the bottom copy.
- iii. POS. ("Postion" is optional for all players except Goalies, they must be indicated)
- iv. A jersey number is required.
- v. Players, can be first and last name, but last name at least is required.
- vi. Be sure to indicate by the name of the player any player not in attendance and indicate the reason for not being in attendance, i.e. INJ for Injured, SUSP for suspended, other reasons for not being in attendance are simply ABS for Absent, ILL for illness. (this is very important in qualifying for the AAHA House/Rec Travel Hockey (AZYHL) State Championships)
- vii. If you have "BUG" goalie on your roster and on the scoresheet be sure to indicated that individual by their name with "BUG". (this very important for qualifying for the AAHA House/Rec Travel Hockey (AZYHL) State Championships)

## 8. Scoresheets (cont.) -

### A. Filling out the Scoresheet (cont.) -

e. Line-up portion of the scoresheet (same instructions pertain to both the HOME team and the VISITING team) (cont.) -

viii. Team officials - any team Official who is on the bench must be on the scoresheet. Remember that AAHA Policy limits the number of Team Officials on the bench to four (4) (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 1.2). One team official must be indicated as the "Head Coach". CFP level, CFP No. Year are not necessary, those things are identified on the approved USA Hockey 1-T Roster. If you use stickies you might want to have those things on the stickies for tournaments.

ix. If you use stickies be sure to cross off any Team Official showing on the sticky not at the current game and add any Team Official not on the sticky who might be on the bench. Remember anyone on the bench must appear on the teams approved USA Hockey 1-T Roster.

x. Make sure that the Head Coach indicated on the scoresheet has signed the scoresheet.

f. Retrieve the scoresheet from the Visiting Team's Team Manager at least 15 minutes prior to the game time and get it to the Official Scorekeeper.

## 8. Scoresheets (cont.) -

### A. Filling out the Scoresheet (cont.) -

- g. After the game - the HOME Team's Team Manager retrieves the scoresheet from the scorekeeper, do not wait for the scorekeeper to find you, you should be at the scorekeeper's box to retrieve the scoresheet immediately following the game, immediately verify the following:
  - i. The Game Official's names are printed legible, including the scorekeeper and that the Referee (Senior on-ice Official) has signed the scoresheet. If this has not been done ask the Scorekeeper to get it done, under no circumstances should the Team Manager be approaching the on-ice Officials.
  - ii. The Scorekeeper should not keep any copies of the scoresheet, the whole document should be given to the HOME Team's Team Manager. If there was a Major Penalty in the game the Referee will have to retain the top copy to do his/her write up and submit to the AAHA Disciplinary Committee, this is the only time that the HOME Team's Team Manager will not get all four (4) copies of the scoresheet. (Many Associations &/or Arenas ask the Scorekeeper to leave the top copy in their administrative offices for entering into their system, if a copy is to be left it should be left by the HOME Team Manager and the top copy only after the top copy has been photo/scanned to send to the League Administrator)
  - iii. The HOME Team's Team Manager retains the original and the next copy of the scoresheet, gives the third copy to the Visiting Team's Team Manager. (the fourth copy can be left with the rink if you so desire)
  - iv. The HOME Team's Team Manager takes a photo of the original/top copy of the scoresheet and sends that picture immediately to [azyhlscoresheets@gmail.com](mailto:azyhlscoresheets@gmail.com). (make sure that when you save the picture on your phone, you save it as "original" or "actual" to ensure the photo sent in can be enlarged enough to read). (Even better if you use a scanning app on your phone or tablet.)

9. AAHA House/Rec Travel Hockey (AZYHL) State Tournament -

A. AAHA will host an annual AAHA House/Rec Travel Hockey (AZYHL) State Championship tournament at each non-tier age and competition level that a regular season league play was scheduled for, this is in addition to the league champions. (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 3.3.1)

B. Who is eligible -

a. All AAHA House/Rec Travel Hockey (AZYHL) teams who participated in the season regularly scheduled league schedule and who are in good standing are eligible to participate in the tournament. This is an Arizona State Championship so out of state teams are not eligible. (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 3.3.1)

C. Seeding -

a. The regular season's League standings will determine the seeding for the AAHA House/Rec Travel Hockey (AZYHL) State Tournament with preference in the scheduling of the tournament being given to the higher finishing teams, with the following caveat:

i. Teams with the greatest distance to travel will be given preference in the tournament schedule to minimize their travel and thus travel costs.

9. AAHA House/Rec Travel Hockey State Tournament (cont.) -

D. Player Eligibility -

- a. In order for a player, at all levels, to be eligible to play in the AAHA House/Rec Travel Hockey (AZYHL) State Championships, including any qualifying games that might be necessary to make the team eligible for the State Championships, a player must have participated in the required minimum number of AAHA House/Rec Travel Hockey (AZYHL) scheduled league games with their designated team or have written approval of the Hockey Operations Committee.
- b. Non AAHA House/Rec Travel Hockey (AZYHL) regularly scheduled league games, i.e. exhibition and/or scrimmage games will not be considered when determining player eligibility.
- c. Protested games (or Periods) which are not replayed in whole or part, will not be included in determining the player eligibility, if the player was not a properly rostered player of the team at the time of originally scheduled game.

9. AAHA House/Rec Travel Hockey (AZYHL) State Tournament (cont.) -

D. Player Eligibility (cont.) -

d. The following chart outlines the number of games required for eligibility and is based on the number of scheduled league games in any Age Group/Division.

Team's # of AZYHL Scheduled League Games	# of Games needed to have been played by the Player to be AAHA House/Rec (AZYHL) State Championship eligible
4	2
6	4
8	5
10	7
12	8
14	9
16	10
18	11
20	12
22	13

e. Any game in which a player was suspended will not be counted toward their minimum number of required games.

9. AAHA House/Rec Travel Hockey (AZYHL) State Tournament (cont.) -

D. Player Eligibility (cont.) -

- f. Any game in which a player is injured will be counted toward their minimum number of required games provided they were marked as "INJ" (injured) on the scoresheet & if the "injured" games are necessary to be counted to meet the minimum number of games requirement. A Dr's certificate "may" be required outlining the injury dates & indicating that the player is good to "return to play". The decision on this will be made and the affected teams notified in the Feb 1st notification of the status of the players on each team. The certificate must be submitted to the AZYHL League Administrator at least two (2) weeks prior to the last weekend of League play. Final approval of the players eligibility will be made by the Hockey Operations Committee.
- g. Players who have moved in from out of state or players who feel that they have a justification for having not participated in the minimum number of required games may apply for an exemption by submitting, in writing, the explanation/justification for an exemption. The submission is to be sent to the AZYHL League Administrator who will pass it on to the Hockey Operations Committee for consideration. This must be done two (2) weeks prior to the last weekend of scheduled league games. (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 3.3.4)

9. AAHA House/Rec Travel Hockey (AZYHL) State Tournament (cont.) -

E. Forfeiture for Use of an Ineligible Player -

- a. If during the course of any tournament game(s), it is determined that a player has not met the applicable eligibility playing rule(s) and has participated in State tournament games, that player's team will be subject to the loss of any/all games in which the player in question has participated. (AAHA Policy & Procedure Manual, Appendix B: Playing Rules, section 3.3.4)

F. Playing Rules -

- a. Game times and game operations will remain the same as in league play games. (AAHA Policy & Procedures Manual, Appendix B: AAHA Playing Rules, section 3.3.2)

G. Tie Breaker Rule -

- a. Will follow USA Hockey Annual Tournament Guide for the tie breaker rule. (AAHA Policy & Procedure Manual, Appendix B: AAHA Playing Rules, section 1.12.2)