



STATE TOURNAMENT DIRECTOR

**2019**

**STATE  
TOURNAMENT**

**HANDBOOK**

## TABLE OF CONTENTS

- PART 1 INTRODUCTION**
- PART 2 OFFICIAL WAHA TOURNAMENT GUIDELINES**
- PART 3 STATE TOURNAMENT DIRECTOR  
CHECK IN PROCEDURES**
- PART 4 LETTER TO COACHES --- INCLUDES:  
A. CHECK IN PROCEDURES  
B. STATE TOURNAMENT RULINGS  
C. STATE TOURNAMENT PAIRINGS**
- PART 5 STATE TOURNAMENT MERCHANDISE**
- PART 6 WAHA OFFICERS**
- PART 7 COACHES LIST (AVAILABLE AT  
[WWW.WAHAHOCKEY.COM](http://WWW.WAHAHOCKEY.COM))**
- PART 8 USA HOCKEY ROSTERS (TO BE MAILED  
LATER)**

## **INTRODUCTION**

### **2019 STATE TOURNAMENT HANDBOOK**

#### **INTRODUCTION**

The underlying objective of all State hockey tournaments must be to provide our young hockey players with an enjoyable and meaningful experience. The goal of the WAHA Board of Directors is to ensure that every State Tournament is great celebration of the season as it comes to an end.

It is the responsibility of WAHA to establish a set of standards by which all tournament sponsors must comply when hosting a state tournament. These standards, in the form of rules, regulations and guidelines, promote consistency in state tournament operations and should help to make each and every state tournament a success.

#### **PURPOSE**

The purpose of this handbook is to provide to those hosting a State Tournament an easy reference to all the applicable rules, regulations, and guidelines that are contained in the WAHA Guidebook.

In addition, it offers further explanation and interpretation of those rules and regulations and also provides some other guidelines and recommendations that will hopefully assist you in hosting a successful state tournament.

#### **APPLICABILITY**

The rules, regulations and guidelines as outlined in this handbook apply to all state tournaments. Every effort has been made to insure the accuracy of the rules and regulations contained in the handbook, however, if a discrepancy exists, the WAHA Guidebook contains the rule(s) that is/are currently in effect.

**REMEMBER!! ORGANIZATION AND EXTRA HANDS MAKE A TOURNAMENT  
SUCCESSFUL**

**OFFICIAL 2019  
WAHA TOURNAMENT GUIDELINES**

The following directions will help you in hosting the most efficient tournament possible:

**Advance Information:** To avoid any conflicts at your tournament, it is best to spell out **IN ADVANCE** as much as possible, so everyone knows and understands what to expect.

**State Tournament Director:** Each state tournament site must designate a State Tournament Director. The contact information for this director will be placed on the WAHA State Tournament website. The designated director must be someone who will be present at and who is on site for the duration of the tournament. The site State Tournament Director and the WAHA Section Director of the age level are responsible for all matters pertaining to the state tournament.

**Rules and Operating Points:** 2018-2019 WAHA Rules and Guidelines (WAHA Guidebook) govern all play. You should send finalists in advance (and have available and go over points upon their arrival) written information on the following:

**AVOID CONFUSION BY WRITTEN GUIDELINES**

- Length of Periods: \*3 – 12 minute stop time periods for Youth 10U/Girls 10U  
\*3 –15 minute stop time periods for Youth 12U/Girls 12U and Youth 14U/Girls 14U  
\*3-17 minute stop time periods Midget/High School/Girls 19U  
Note page 53 of the WAHA Guidebook (running time whenever a team has a 6-goal lead. While the game is in running time, the referee shall have the authority to order the clock to be stopped. The clock shall be stopped when a goal is scored, to assess a penalty, for injuries, or for unanticipated emergencies. Once the clock is stopped, it will be restarted upon completion of the ensuing face off.)
- Ice Resurfacing: Ice resurfacing for Midget/High School/Girls 19U, Youth 14U/Girls 14U and Youth 12U/Girls 12U will be after every two periods. Ice resurfacing for Youth 10U/Girls 10U will be after every game. Note page 60-61 of the WAHA Guidebook.
- Penalties: Youth 10U/Girls 10U – 1 ½ minute (minor), 3 minute (major), 6 minute (misconduct)  
Youth 12U/Girls 12U and above – 2 minute (minor), 5 minute (major), 10 minute (misconduct)
- Overtime: 8 minute – Page 54 of the WAHA Guidebook, games ending in a tie after regulation play shall continue, with sudden victory over time until a winner is determined.

**YOU MUST HAVE AN OPEN END ON AVAILABLE ICE.**

**Tournament Pairings:** Pairings will be set and filled in by the WAHA Section Directors once the play down weekend is complete. Pairings will appear on the WAHA website [www.wahahockey.com](http://www.wahahockey.com). As per page 60-61 of the WAHA Guidebook the upper bracket starts first. All teams will play three games.

**Age Certification: A MUST. No Proof of Age – No Play.** Have table(s) set up and certification committee to welcome and check in teams. Notify teams where to go and the procedure to be used. Arrange Age Certifications by player roster, it is faster and less complicated. Players must have proof of age with them for all playoff and state tournament games. Documents providing proof of age are: an approved USA Hockey Team Roster with the “Verified Birth Date” column checked, birth certificates, passports, driver's license, or a Wisconsin Register of Deeds Association Fact Sheet. (Note: copies are acceptable-originals are not required.) See page 69 WAHA Guidebook.

**Certified Coaches:** Teams are required to have only coaches certified to the proper level, properly registered with USA Hockey, including completion of the age appropriate coaching module, Current background screen completed, and completion of the SafeSport training program on the benches for the course of the game unless removed per USA Hockey Playing Rules. (See page 95 WAHA Guidebook) A coach's certification and modules taken can be checked by going to the WAHA website and using the “Certified Coaches Search”. A coach must be listed on the roster; this confirms he is registered with USA Hockey. If the roster shows the coach has a current certification, has completed the appropriate module and completed SafeSport training the only requirement of the coach will be to show a picture ID to prove they are the coach listed on the roster. If the roster does not indicate the coach has a current certification, has completed the appropriate modules and SafeSport, the coach must show the picture ID and documentation proving the completion of the certification, module and SafeSport. Any deviation from this requirement must be approved by the WAHA Section Director for the level playing.

**Number of Players:** Each team may have a maximum of twenty (20) players (25 for High School/Girls 19U) on the roster (page 55 of the WAHA Guidebook). A maximum of twenty (20) players may suit up for any game.

**Uniforms:** All teams in state tournament play shall be properly uniformed. A team will not be considered properly uniformed if the players do not have a similarly colored jersey with numbers conspicuously displayed. Arrangements should be made before the tournament starts to have available two sets of different colored jerseys or a set of pullovers in case of conflicts.

**Officials:** State Tournament Games must be officiated by officials properly registered with USA Hockey and WAHA/WHOA on or before December 31. Only Level 4, Level 3, and Level 2 officials shall officiate state tournament games. Level 2 officials are empowered to officiate only Youth 14U/Girls 14U and lower classifications. Level 3 officials are empowered to officiate only High School/Girls 19U and lower classifications. Level 4 officials are empowered to officiate all classifications. Try to assign at least one Level 3 or 4 official to each game. You can check a listing of eligible officials at [www.wahahockey.com](http://www.wahahockey.com).

- The 3 official system (1 referee and 2 linesmen) or the 2 official system (2 referees) may be used.
- Put your local referee-in-chief in charge of assigning officials.
- As a back-up measure, advertise to teams that any certified official traveling with the team should register with you in the event of an emergency.
- In accordance with Article 2, Section B, Paragraph 25 page 58, a complete list of officials you plan to use for the tournament and game assignments must be sent to the WHOA Regional Director for advance approval no later than **10 days before the tournament**. The reason for this is to ensure that qualified, as well as, enough officials are being used. The official method of officiating in USA Hockey games is the three official system, with one Referee and two Linesmen. However, the use of the two Referee system is acceptable. If you use the three-official system, the minimum number of officials required is nine (9.) If you use a two-official system a minimum of 8 (eight) officials must be used. If you have trouble securing the appropriate number of officials from your immediate area, please contact the WHOA Regional Director in your region for assistance. Your WHOA Regional Directors can be found on page 99 of the WAHA Guidebook. The list of eligible officials is available at [www.wahahockey.com](http://www.wahahockey.com)

**NOTE: PER WAHA/WHOA GUIDELINES, ANY OFFICIAL WHO IS CONFIRMED TO OFFICIATE ANY GAME INVOLVING A TEAM THAT IS NOT REGISTERED WITH USA HOCKEY, WIAA, NFHS, NCAA, OR THE IIHF SHOULD NOT BE USED IN YOUR STATE TOURNAMENT!!**

### **Minor Officials: Adults Only!!**

- Scorer            Provide complete score sheet; preferably typed in advance or Request score sheet stickers from teams attending. Make certain scorers know how to fill them out.
- Timekeeper    1 person
- Penalty Box   1 person per box
- Goal Judges   Goal judges will not be used.
- Pucks            Pucks should be those that are approved for use by the USA Hockey Rules. The pucks should be **NEW**. They should be kept frozen (on-ice) until used in the game.

**Tournament Protests:** See page 58 of the WAHA Guidebook paragraph 28 Tournament Protests.

**Trophies:** As per page 57-58 of the WAHA Guidebook, WAHA shall provide standardized awards for all State Tournaments. You should receive them around the middle of February.

**Individual Pins:** WAHA will provide state tournament pins for each participant. It is recommended that the players and coaches be announced and the pins handed out at the conclusion of their final game of the tournament. There will be a separate bag of pins labeled "Champion" to be handed out to the first place team. Do not return any unused pins. They can be handed out to coaches and your volunteers who helped with the tournament.

**Entry Fees:** WAHA will send your association a check for the entry fees for the 8 teams participating in the state tournament that you are hosting.

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

**Results:** In accordance with Article 2, Section B, Paragraph 27 page 58 of the WAHA regulations, the results of the tournament must be reported for publication on the WAHA website. For 2019 there are two options for reporting/recording scores.

1. If you have internet access you can record the scores yourself. If you plan to do this, please contact the Section Director for your level for information on how to do so.
2. You can report the scores to the Section Director for your level. The preferred method to do so is via text messaging. Voice mails are also acceptable.

Scores should be recorded/reported after each game. When you report the results be sure to give the tournament level, names of the teams, the score, and if there were any overtimes involved. Also if it is a round robin tournament you will need to report the number of points each team received for the game. Failure to turn around this information in a timely matter will be taken into consideration when awarding future state tournaments to associations.

**Noise-Makers:** The use/presence of artificial noise-makers, except for those required to control the play of the game is prohibited. This includes but is not limited to bells, horns, whistles, etc. USA Hockey's Zero Tolerance Policy will be enforced. Game officials or the tournament director will identify violators to the coaches. Parents/spectators displaying inappropriate and disruptive behavior can be removed from the spectator's viewing and game area. Violators may be subject to further disciplinary action by the local governing body.

**Clothing:** WAHA has a partnership with Northwest Designs to provide a State Tournament logo and clothing to be sold at all WAHA State Tournaments. The garments will be customized at your site. The name and contact information for the state tournament director at your site will be given to Northwest Designs. The director will be contacted by Northwest Designs to set up the clothing at your site.

**Merchandise:** Vendors such as action photographers, jewelry, etc may be present to sell items other than clothing.

**State Tournament Logo:** The state tournament logo is the exclusive property of WAHA. It can be used in advertising, programs, decorations, etc. It may be used for souvenir/individual gift items that are given to participating players. It can not be used on items that will be sold, without the permission of WAHA. A fee for use on items for profit may be required by WAHA.

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

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

**Suggested Procedures:**

- **Signs, banners and other decoration of the rink to signify and help add to the celebration atmosphere.**
- **Map and Housing:** Enclose a map showing location of the rink. Have the local Chamber of Commerce send a listing of hotels to teams, or do some advance scouting to reserve rooms. This is especially important if other events are scheduled for your town.
- **Locker Rooms:** Cards which are displayed on doors; if there is a difference in facilities (i.e. 2 sheets of ice), alternate team assignments.
- **Programs:** Should include space showing pairings and place for results. Commercial ads are great to publicize the event and excellent moneymakers as well. Arrange the printing schedule to accept player rosters as late as possible.
- **Posters:** Large poster, publicly displaying results of games and status of teams.
- **Hospitality Session:** A nice way for the adults to meet others.
- **Raffles, 50/50, silent auctions, etc.,** and other types of fundraising events.
- **Gift bags** for every player that include small gifts from local vendors, stores, e.g. gift cards for local restaurants, sporting goods stores.

**GREAT ORGANIZATION AND EXTRA HANDS MAKE A TOURNAMENT SUCCESSFUL!!**



**IN ADDITION TO A GENERAL CHAIRMAN, A SUCCESSFUL TOURNAMENT  
REQUIRES RESPONSIBLE PEOPLE IN THE FOLLOWING AREAS:**

**Program/Poster.....write/print/assemble/sell/distribute**

**Trophies/Pins/Etc.....provided by WAHA**

**Officials.....select/acquire approval of assignments/assign**

**Locker Room.....identify/assign**

**Registration/Admissions.....proof of age procedures and coach certification  
complete official score sheets before games**

**Community Communications.....hotel information/reservations  
maps of the city  
team correspondence  
tournament festivities/mixers for parents**

**Tournament P.R.....radio/TV/newspaper releases/call-ins  
collect/assemble official score sheets**

**Announcements.....game/player introductions-National Anthem  
Trophy presentations – someone with enthusiasm**

**Souvenirs/Memorabilia.....contact WAHA VP of level with  
questions on agreements for selling state tournament merchandise**

## SITE STATE TOURNAMENT DIRECTORS RULES AND GUIDELINES

Each site director is responsible for administering the following rules and guidelines in a fair and unbiased manner.

### CHECK-IN PROCEDURES

1. Check USA Hockey rosters to confirm that player birthdates are marked as verified. For any not verified compare provided **age certification documents** with the ages listed on the USA Hockey Roster. **NO AGE CERTIFICATION – NO PLAY** (page 69 in WAHA Guidebook.) Note: If the birth certification is different than USA Hockey Roster but the player is of legal age, let him play. Use the age chart on page 166, Appendix I in the WAHA Guidebook or the age certification chart below.
2. Compare score sheet stickers provided by team with USA Hockey Approved Roster to ensure a match. During warm-ups count the number of players suited up to make sure it matches with the score sheet. Maximum allowed is 20 players (page 55 in the WAHA Guidebook – High School/Girls 19U is 25 players on roster, 20 players on score sheet for any game)
3. Check **coaching certification** (page 95 in the WAHA Guidebook)

### 2018-2019 YOUTH AGE CLASSIFICATION

**See Page 166 in the WAHA Guidebook for birth dates for both boys and girls**

## Sample Welcome Letter

TO: (State tournament level – i.e. – Youth 14U 1A) State Tournament coaches, managers, parents and players

FROM: (Your name), Local Site Director, (State tournament level – i.e. – Youth 14U 1A) State Tournament

DATE:

SUBJECT: (State tournament level – i.e. – Youth 14U 1A) STATE TOURNAMENT

**CONGRATULATIONS AND WELCOME** to the (State tournament level – i.e. – Youth 14U 1A) to be hosted by (List the host association) on (list dates of tournament)

In this packet, you will find area maps, points of interest, and area hotel guides. (Note: map resources such as arena.com can be used as the rink locator, and yahoo local maps to provide reference points, hotels, etc.) We have reserved blocks of rooms at the following hotels:

Per WAHA guidelines there will not be a tournament admission fee at the gate. We will have state tournament merchandise that will be available for purchase.

If you have any questions, please feel free to contact me at (your phone number). **CONGRATULATIONS AND GOOD LUCK.** We are looking forward to seeing you.

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

**FIND A BUSINESS ON THE MAP** Clear  
hotels Search

Browse by Category

- Search Results: hotels Refine
- 1 Ramada Plaza Hotel
- 2 Ramada Plaza Hotel
- 3 Microtel Inn and Suites
- 4 Country Inn Ste's Fond Du Lac
- 5 Economy Inn
- 6 Baymont Inn Fond Du Lac
- 7 Holiday Inn Fond Du Lac
- 8 Days Inn Fond Du Lac
- 9 Safe Harbour Inn
- 10 Comfort Inn Fond Du Lac
- 11 White Dicket Fence Rent and Breakfast

Results 1-23 of 23

Printable Version Send Save Live Traffic Help

Map Hybrid Satellite

© 2007 Yahoo! Inc. See these business locations on this map


Fairfield Inn Budget Sprint ahead Holiday Inn

Arenamaps.com - THE Ice Arena and Rink Directory - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://www.arenamaps.com/ Go



Welcome to arenamaps.com providing easy-to-read, printable maps to arenas throughout North America. You will also find information on lodging, restaurants and sports stores nearest your destination.

**How To Use ArenaMaps.com**

To locate an arena, enter whatever ACCURATE (correct spelling is important) information you have in one or more fields. You can enter only the city, or only the arena name (in whole or in part). Most of the time, it is best to only enter part of the arena name (the main part of the name). You do not have to enter information in all 3 fields. Please note that your search is "case sensitive", capitalize the first letter when entering data.

Keyword/City Search **Map Search (USA)** Map Search (Canada)

1. Select a State/Province  
- Choose One -
2. Arena Name *(optional - in whole or in part)*
3. City *(optional)*
4. Sort by  
 Arena  
 City

Search

[Click Here For Tournament Directory](#)

Done

Start WHOS-IN 2003v... Microsoft Ou... 2 Internet Ex... 2 GoldMine 5.5... Prologic PROBE ... COMPLETE HAN... 10:46 AM

**2019** (State tournament level – i.e. – Youth 14U 1A) **State Tournament  
Check – In – Procedures**

**Congratulations and Welcome** to the (State tournament level – i.e. – Youth 14U 1A) WAHA State Tournament. March (list dates of the tournament) will be a busy and exciting time for all players, coaches, managers and parents. To help things run smoothly you will need to have the following items with you when you check in at the rink.

- 1) You must have your official USA Hockey Roster
- 2) You must have with you **Age Certification** for any players not marked as verified on the USA Hockey Roster. **No Age Certification – NO PLAY** (Page 69 of the WAHA Guidebook)
- 3) All coaches that will be on the bench must have the proper coaching credentials (page 95 of the WAHA Guidebook). Violation of this provision **WILL** result in removal of the coach from the bench.
- 4) Please be at the rink 45 minutes before game time to allow the site director to review your **USA Hockey Player Roster, proof of birth and coaching certifications**. Teams should be ready to go on the ice 15 minutes prior to their designated start times.

If you have any questions, please feel free to contact me at (list your contact number(s))

**GOOD LUCK**

**2019** (State tournament level – i.e. – Youth 14U 1A)

# STATE TOURNAMENT RULES

- 1) USA Hockey/WAHA playing rules shall be used.
- 2) Times of periods and penalties will be as listed in the charts on page 54 of the WAHA Guidebook. Periods will be stop time.
- 3) Running time will be in effect whenever a team has a 6 or more goal lead.
- 4) Ice will be resurfaced (reference page 60-61 of WAHA Guidebook for your age specific tournament)
- 5) Each game will have a 5 minute warm-up time prior to the start of the game and a 3 minute rest between periods. Note: if ice is being resurfaced during the game, a 12 minute intermission will be used.
- 6) Games ending in a tie after regulation play shall continue, with sudden victory overtimes until a winner is determined. They will consist of 8 minute periods with a 3 minute intermission. Please reference page 54 of the WAHA Guidebook for recommended ice resurfacing procedures in overtime.
- 7) There will be no goal judges.
- 8) Each team is permitted one time out per game of one minute in duration.
- 9) The goal posts shall be anchored in a manner that would permit the goal posts to become dislodged when hit by a reasonable degree of force. WAHA requires the use of portable pegs to anchor the goal posts at all levels.
- 10) Penalties are per USA Hockey and WAHA Rules.
- 11) All teams must be ready to go on the ice 15 minutes prior to your scheduled game time
- 12) All **Rosters, Coaching Certifications, and Proof of Age** will be checked upon registration

On behalf of (list host association), we congratulate your team on making it to the WAHA State Tournament and we will do everything to make your stay with us a very enjoyable one. **GOOD LUCK!!**

**WISCONSIN AMATEUR HOCKEY ASSOCIATION  
OFFICERS 2018-2019**

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